



CARL SANDBURG COLLEGE™

External Trailer Request Form

Basic Information

Requestor/
Responsible Party
Name:

Last

First

Organization:

Phone:

Alternate Phone:

Email:

Other Responsible
Party Name:

Last

First

Phone:

Alternate Phone:

Email:

Best Time to
Contact:

Location & Area of Interest

Date Requested: _____ Program or
Area of Study: _____

Drop-Off Pick-up
Time(s): _____ Time(s): _____

Address:

Street Address

City

State

Zip Code

Notice

Once this form has been completed please forward it to the Executive Administrative Assistant to the Vice President of Academic Services at lhuber@sandburg.edu. You will receive a call from the Vice President, Dean or Associate Dean from Carl Sandburg College. A meeting with the Vice President of Academic Services and a Dean or Associate Dean is required upon first request of trailer per requestor or program requested. Future requests will not require a meeting. Please note that the trailer will need 46 feet of liner space to be parked and handicap accessible. To reserve the trailer a minimum of a month lead time is needed. Final approval is given by Vice President of Academic Services.