Klarstig

# Events IT Support Request

Describe the service or action you need and the information required to assess and route the request. State the impact and timing clearly.

## Contact and reference

**Organization using this document**

**Your name or contact reference ***

**Email for a reply if needed**

## Information for this document

**What are you requesting ***

**Reason and expected result ***

**Date needed**

**Operational priority ***

- ☐ Routine
- ☐ Time sensitive
- ☐ Work is blocked

**Who or what is affected ***

### Location system or project reference

### Actions already attempted

## Specific details

### System device and error reference

Complete when relevant to this request.

### Steps to reproduce business impact and troubleshooting attempted

## Operating context

### Event venue and organizing team

Complete when relevant to this request.

### Setup schedule guest access supplier coordination and deadlines

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.**

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