

**EVENT / ROOM
 REQUEST**



*Complete the following information and
 send to Dean's Office at least 48 hours in advance of event.*

PLEASE PRINT

Once approved, confirmation will be sent.

GROUP NAME:		
CONTACT PERSON:		
PHONE:	E-MAIL:	
EVENT NAME / TITLE:		
SPEAKER NAME / TITLE (if applicable):		
EVENT TYPE:		
<input type="checkbox"/> Seminar <input type="checkbox"/> Dinner / Lunch / Reception <input type="checkbox"/> Fundraiser (attach Request to Solicit) _____ <input type="checkbox"/> Class <input type="checkbox"/> Meeting <input type="checkbox"/> Speaker <input type="checkbox"/> Other _____		
DATE:	START TIME:	END TIME:
	a.m. / p.m.	a.m. / p.m.
ROOM REQUESTED:	<input type="checkbox"/> 124 <input type="checkbox"/> 129 Moot Court (Large) <input type="checkbox"/> Student Lounge 01 table 02 tables 03 tables <input type="checkbox"/> 125 <input type="checkbox"/> 146 Moot Court (Small) <input type="checkbox"/> Clemens Lounge <input type="checkbox"/> 126 <input type="checkbox"/> 156 Seminar Room <input type="checkbox"/> Other _____ <input type="checkbox"/> 127 _____	
CATERING NEEDED?		
<input type="checkbox"/> No <input type="checkbox"/> Yes - Contact Sodexho-Marriott		
EQUIPMENT NEEDED:		
<p>Contact Larry Baumgardner for any audio-visual needs.</p> <p>FOR DEAN'S OFFICE USE ONLY</p>		
DATE RECEIVED:	ROOM AUTHORIZED BY:	DATE:
APPROVED BY ASSISTANT DEAN FOR ADMINISTRATION & STUDENT SERVICES:		DATE:
ROOM ON WEB: _____ CALENDAR ON WEB: _____		

NOTE TO REQUESTER:

- Return furniture in room to original set-up.
- Add to online calendar.
- _____