

Room Reservation Request

Name & email: _____

Event type/title: _____

Date of reservation: _____

Time of reservation: Start: _____ End: _____

Do you need set up time? YES NO

 If yes, how much (pick one): 15min 20min 30min

Equipment needed:

Computer Whiteboard Webcam

Projector WebEx/Video Conferencing Laptop

Screen/Monitor Telephone DocCam

Laptop Connection Wi-Fi

If you are using video conferencing, will you need set up assistance? YES NO

Room capacity needed: _____

Preferred room (will reserve if it is open during the time requested): _____

Notes: