

ROOM RESERVATION REQUEST

Complete and submit this form to Joy Boudreau, jeboudreau@widener.edu, at least 2 weeks prior to the event date.

Today's Date: _____

Your Name: _____ YR _____ Phone #: _____

Organization Name: _____

Event: _____

Initials of Office of Student Affairs/Orgs _____

Purpose of Event: _____ Estimated Attendance: _____

Please list any outside attendees: _____

Date of Event: _____ Time of Event: _____ to _____

(Please include set-up time)

Campus Building Requested: _____ Room Requested: _____

Note - If you want this event publicized, please submit your request to the Office of Student Affairs.

<u>MAINTENANCE</u>	<u>SECURITY</u>	<u>FOOD SERVICE</u>
<p>Will your event require:</p> <p>____ # of Tables</p> <p>____ # of Chairs</p> <p>____ # of Trash cans</p> <p>____ Podium</p> <p>Location and/or Special Instructions:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Will your event require:</p> <p>____ # of reserved parking spaces</p> <p>Location: _____</p> <p>_____</p> <p style="text-align: center;"><u>IT and AV NEEDS</u></p> <p><input type="checkbox"/> My event requires IT or AV support (laptops, printers, recording, power point, sound system, etc.).</p> <p>Generally, we require two week's notice. Please fill out the on line form for any AV needs. (Form is found under Media Services)</p> <p><i>Students: Please submit AV Needs form to the Office of Student Affairs for approval.</i></p>	<p>Will your event require food service?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The law school offers three options for catering and food service that are ordered through the law school and billed directly to the law school for school events. Details are on Food Service Requisition Form. (Form is on line)</p> <p><i>Students: If <u>yes</u>, please submit Food Service Requisition to Office of Student Affairs signed by the appropriate contact person.</i></p>

YOUR REQUEST HAS BEEN CONFIRMED FOR THE FOLLOWING:

DATE: _____ TIME: _____ ROOM: _____

APPROVED: _____