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   Zoom/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: