

This Sheet is not a request form but allows you to collect all the data needed to make a reservation using the Virtual EMS or In Person Request for Space.

Reservation Request Data Sheet

Recognized Student Organization University Department Non-University Camp
(Circle the Description that describes your group above)

Date of Event: _____ Start Time: _____ End Time: _____

Hours Needing Access to Building Setup Time: _____ Reset Time: _____

Building: _____ Room(s): _____

Attendance: _____ Setup Type: _____

Event Name: _____ Event Type: _____

Organization/Department: _____

Event Contact: _____ Phone: _____

Event Contact Email: _____

Web Comment: (This will appear on the Web Calendar and can provide additional info about your event)

Do You Plan to Serve Food or beverages? No Yes, I will Contact Sodexo

Student Union Only (Additional Request)

Round Tables qty _____

8' Tables qty _____

12' Tables qty _____

Chairs qty _____

A/V _____

Other _____

Setup Instructions: _____

Please have all this information ready before contacting the person responsible for making your organization/department's facility request.