



# The College at Brockport

## ROOM RESERVATION REQUEST FORM

\*\*\*Please note this form is a request for space, and is subject to approval\*\*\*

Today's Date:							
<b>EVENT INFORMATION</b>							
Event Name <i>(as it should appear on the calendar)</i> :							
Sponsoring Organization/Department:					Phone:		
Person Responsible for Event:					Day-of Event Phone <i>(cell)</i> :		
Description of Event:					E-mail:		
					Show on College Events Calendar:		
Will this event occur in more than one building on campus?			<input type="radio"/> Yes <input type="radio"/> No		If yes, please list all space requests on this form and submit to the Conferences & Events Office at <a href="mailto:conferences.events@bascl.org">conferences.events@bascl.org</a> for further assistance.		
<b>SPACE REQUESTS</b>							
Building/Area/Room(s) Request	Date(s)			Event Time		Reserved Time (Includes set up and tear down)	
	Month	Day	Year	From	To	From	To
<i>For any additional details or requirements, please attach a diagram and/or list.</i>							
<b>ATTENDEE INFORMATION</b>							
Total number of expected guests:				VIP (President/Provost):			
Faculty/Staff <i>(estimated number)</i> :		Students <i>(estimated number)</i> :			Outside Guests <i>(estimated number)</i> :		
<b>FOOD PLANS</b>							
Are you planning to have food <i>(please explain)</i> ?							
If so, please contact <a href="http://www.brockport.edu/garnishes">Garnishes Catering</a> at 395-2379 to make arrangements and discuss your options.							
<b>EQUIPMENT REQUEST</b>							
Furniture	Type	Quantity	A/V		Type	Quantity	
Chairs:			Microphones:				
Tables:			Screen:				
Risers:			Laptop:				
Trash Barrels:			Projector:				
White Sign Stands:			Speakers/Sound System:				
Table-top Stands:			DVD/TV/VCR/CD:				
Other:			Other:				
<b>PARKING</b>							
If you're expecting any off campus guests, parking arrangements must be made with Parking & Transportation by contacting 395-PARK. Additional information can be found at <a href="http://brockport.edu/support/parking/">brockport.edu/support/parking/</a>							