

# ROOM RESERVATION REQUEST

**PLEASE RETURN TO THE REGISTRAR'S OFFICE AT LEAST TWO WEEKS IN ADVANCE OF EVENT**

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 in the Digest, please submit the information to the Office of Student Affairs.

If you want the event publicized on the Electronic Bulletin Board, please email the information to [bmfearnbaugh@widener.edu](mailto:bmfearnbaugh@widener.edu)

<p style="text-align: center;"><b><u>MAINTENANCE</u></b></p> <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 style="text-align: center;"><b><u>SECURITY</u></b></p> <p>Will your event require:</p> <p>____ # of reserved parking spaces</p> <p>Location: _____</p> <p>_____</p> <p style="text-align: center;"><b><u>IT and AV NEEDS</u></b></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 style="text-align: center;"><b><u>FOOD SERVICE</u></b></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>
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***YOUR REQUEST HAS BEEN CONFIRMED FOR THE FOLLOWING:***

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ ROOM: \_\_\_\_\_

APPROVED: \_\_\_\_\_