



# Meeting Planner & Room Reservation Form

Complete this form and make 3 copies. Keep the original for your files and distribute one copy each to Sam Frost (secretary), Greg Greenlee (custodian), and Victoria Windsor (media specialist). Recurring events need to fill out this form only one time if your needs are the same for each event.

**Name of Event:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Email:** \_\_\_\_\_ **Best time to contact:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Room to be Reserved:** \_\_\_\_\_

**Key Times:**

Event Start: \_\_\_\_\_ am pm

Event Finish: \_\_\_\_\_ am pm

Room setup by: \_\_\_\_\_ am pm

**Expected # of Attendees:** \_\_\_\_\_

**Is this a recurring event?**

- No
- Yes, clarify \_\_\_\_\_

**Table/Seating Needs** (select all that apply & clarify needs with diagram at right):

- Tables with chairs
- Tables with attached benches (Ryan Hall only)
- Chairs only (audience)
- Buffet table
- Other \_\_\_\_\_

**Other Needs** (select all that apply):

- Sound System
- Podium
- Computer, Projector, & Screen
- Extension cords
- Use of Stage
- Other \_\_\_\_\_

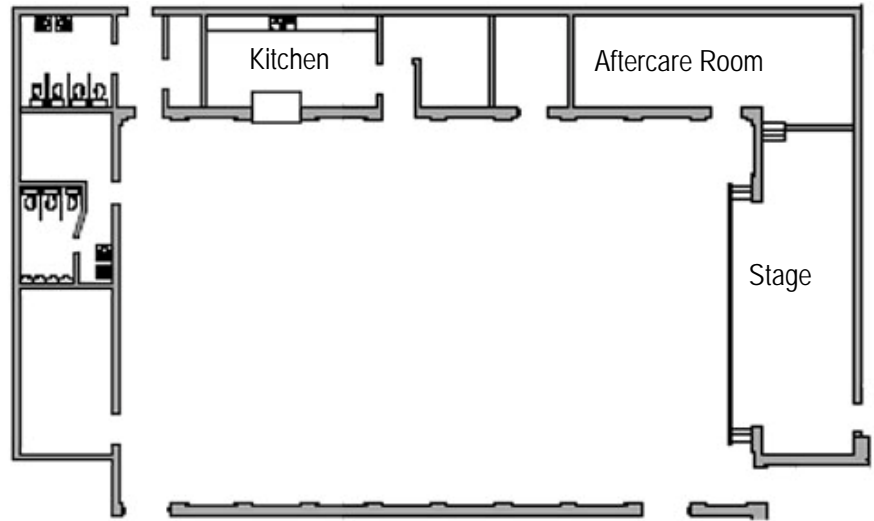
**Personnel Needs**

If event is outside of school hours, please identify your doorkeeper:  
\_\_\_\_\_

If event concludes after 6pm, please identify who will lock up:  
\_\_\_\_\_

Draw a diagram of how you would like the room to be set up. For rooms other than MP Room and Ryan Hall, feel free to sketch on the back of this form.

**Ryan Hall**



**Multi-Purpose Room**

To reserve the Multi Purpose Room, please specify:

- The entire room with the divider open
- The entire room with the divider closed
- Only the East side (Children's House side)
- Only the West Side (Summit Street side)

West Side

East Side

