

## UC ROOM RESERVATION REQUEST FORM

**Room Requested:**

**Date:**

**Times:**

**Event Name:**

**Number Expected:**

**Contact:**

**NAME:**

**EMAIL:**

**PHONE:**

**Check requested equipment:**

- ☐ Refreshment Table
- ☐ Table with Lectern
- ☐ WiFi
- ☐ Ethernet
- ☐ Access to in-room /visual system
- ☐ Additional equipment – audience response kit, translators, clicker, Bluetooth speaker, microphone, conference speakerphone, etc.
- ☐ Laptop

**Check requested assistance:**

- ☐ Room setup – chairs and table configuration (describe in comment section)
- ☐ Refreshment Table
- ☐ Food Purchase – If yes, put name of company and account number in comment section
- ☐ Food delivery – if yes, when:
- ☐ Food picked up – is yes, where and when:

**Additional Comments:**

Completed form may be emailed ([hansencevc@ucanr.edu](mailto:hansencevc@ucanr.edu)).

**ADMIN ONLY**

- |   |       |           |
|---|-------|-----------|
| <input type="checkbox"/> Added to online calendar | Date: | Initials: |
| <input type="checkbox"/> Confirmation sent        | Date: | Initials: |