

# Room Reservation Request: CE Conference Room

UCCE 669 County Square Drive, Suite 100, Ventura

Max capacity: 8

(Includes speakers and support staff)

Per fire marshal, registration event will be cut off at max capacity. (Please initial) \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Coordiators: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_ Guest speakers: \_\_\_\_\_

(Remember to factor in time to set up and take down)

## Equipment Requested:

Internet Access: \_\_\_\_\_ Projector screen: \_\_\_\_\_ Projector: \_\_\_\_\_ Presentation clicker: \_\_\_\_\_

Computer provided by: \_\_\_\_\_ Infocus large computer screen: \_\_\_\_\_

If bringing your own computer (recommended) please make sure cables work.

## Food & Refreshments:

Coffee/Tea service: \_\_\_\_\_ Plates/Napkins: \_\_\_\_\_ Silverware: \_\_\_\_\_ Fridge space: \_\_\_\_\_

Refreshment table: \_\_\_\_\_ Table Cloth: \_\_\_\_\_

Other: \_\_\_\_\_

Responsible party for setup/clean up before, during and after the event: \_\_\_\_\_

Account number to be charged for expenses: \_\_\_\_\_

## Caterer information:

Refreshments catered by: \_\_\_\_\_ Delivery Pickup Time: \_\_\_\_\_

Breakfast catered by: \_\_\_\_\_ Delivery Pickup Time: \_\_\_\_\_

Lunch catered by: \_\_\_\_\_ Delivery Pickup Time: \_\_\_\_\_

Dinner catered by: \_\_\_\_\_ Delivery Pickup Time: \_\_\_\_\_

Person responsible for receiving/picking up food: \_\_\_\_\_

## Additional requests/comments:

Please send completed request to [hansencevc@ucanr.edu](mailto:hansencevc@ucanr.edu)

## Admin. Staff Only

Event added to Room Reservation calendars (Program calendar if appropriate):

Online Initials: \_\_\_\_\_ Date completed: \_\_\_\_\_

Book Initials: \_\_\_\_\_ Date completed: \_\_\_\_\_