



RESERVATION REQUEST

**Student Organizations: You must be listed on your organization’s Signature Card before you can request space*

Client Information

Department/Organization Name: _____

Contact Person: _____ Day of Contact: _____

Email/Phone: _____ Account Number: _____

Reservation Information

Title of Event: _____

Date(s) of Event: _____

Event Start Time: _____ AM PM Event End Time: _____ AM PM

Do you need setup time prior to event start time? Yes No How much? _____

Do you need tear down time post event end time? Yes No How much? _____

Who will be attending the event? Please check all that apply. Students Faculty/Staff Community

Preferred Room(s): _____ Max Number of Attendees: _____

**Space is reserved on a first come first serve basis. UC Scheduling reserved the right to move meetings/events as needed.*

Room Setup: Please select which setup you would like

Classroom	Lecture	Rounds	U-Shape	Open Square		
					<input type="checkbox"/>	<input type="checkbox"/>
					Empty	Other, Please contact UC Scheduling

Audio/Visual Equipment: Please select what equipment you will need

___ Computer ___ Projection Screen ___ External Sound ___ Podium ___ Sanddollar Reader ___ Conference Phone ___ Boom box/Portable Speaker ___ Microphone ___ AV Tech

Additional Requests: **Some of the items below have setup fees associated with them. Please see UC Scheduling for pricing.*

___ Staging ___ Dance Floor ___ Easel(s) ___ Table Skirts ___ Arrow Signs ___ Pipe and Drape

Is this event a fundraiser? ___ Yes ___ No

If yes, have you filled out the Fundraising Request Form on Orgsync? ___ Yes ___ No

Will you be charging a fee for this event? ___ Yes ___ No

If yes, please provide a UCSO/University Department account number: _____

Do you plan to serve food? ___ Yes ___ No **To place an order go to www.dineoncampus.com/islanderdining*

If not ordering from campus catering, have you filled out the food exemption form? ___ Yes ___ No

Is the public invited to this event? ___ Yes ___ No

If yes, please fill out Institution Event Notification Form (eventservices.tamucc.edu/ien.html)

Please list any additional requests you may have: _____

Date of Submission: _____