B240 TCS Conference Center  
Space Reservation Form

Name of Event/Meeting:

Start Date/Time:  
End Date/Time:  
(Please note any flexibility in dates and/or times)

Type of Event:  
   _____ Public Event  
   _____ Private Event

Requesting Organization:  
Division/Department:

Host:  
Administrative Contact Person:  
Phone:  
Fax:  
E-mail:

Number of Attendees:

Cost code:  
(required for a/v support, off-hours event, security)

Catering (check all that apply):  
   _____ Breakfast  
   _____ Lunch  
   _____ Dinner  
   _____ Snacks/Refreshments

Type of Set-up Requested (please see diagrams for options and capacity):

Extra Amenities Requested  
   _____ Stage (6’x 8’)


Tripods, how many?
Small podium
Power strips
Polycom
Directional signage
Flip-chart/easels

Additional Information:

Note – If you need assistance planning your event, please contact Conference Services @ 2-5585. A cost code is not required for their services.