

## Room Reservation Checklist

To plan a successful event, an organization should do the following:

- Choose one person in the organization to be the responsible contact for the event.**
- Reserve your space as early as possible.**
- Consider the time of the event** (Start time is the time the event begins, but the Reservation time should be earlier to allow for set-up time prior to the event.)
- Estimated Attendance** (this will help in finding the right space for you).
- Preferred Location** (it is recommended that you have two or three rooms as an option. Keep in mind that rooms are reserved based on the room that best meets your needs. It is important that you check your confirmation as to which room has been scheduled for your event.)
- Preferred set-up style** (Will your set-up style fit in your preferred room?)
- Chairs** (How many chairs will you need, if any?)
- Tables** How many tables do you require, if any? In what configuration do the tables need to be set: classroom style, in an open square, etc. Do you need rectangular tables, or round tables?)

## Special Requirements

Are there any special requirements or needs such as technical, audio/visual or food and beverages?

If there are any special requirements, you need to speak with the Campus Scheduling and Special Events staff who can assist you in planning your event. A charge may be incurred for these special requests.

- Extended building hours.**
- Outside space** (i.e. College Green, Sturges Quad, College Union patio. The reservation form must be accompanied with a rain location, a brief description of the event and what the event entails.)
- Audio/Visual Needs** (lectern, overhead projector, microphone, etc.)
- Food Services** (If the event requires food services of any kind, you must meet with the Catering Manager for CAS.)
- Open to the Community** (If your event is open to people off-campus, please let us know.)
- Special Needs** (for example, an extensive set-up, a stage, air conditioning or technical supervision.)
- Floor Plan** (If you require a specific set-up, as in a banquet, it is helpful to provide a floor plan of how you would like to have the room set and where specific items need to be located. Campus Scheduling has room diagram software to assist you in developing your floor plans.)

All requests for special requirements must be made at least two weeks prior to your event. Late requests cannot be guaranteed and may be subject to overtime charges.

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