

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.