



Room Reservation Form

**Please instruct participants to park in Visitor Parking @ 101 University Drive (at the Main Entrance.)

Event Date:

Multiple dates (list in box provided below)

Event Title:

Contact Person:

Department:

Phone #

Billing Contact:

Email:

Billing Address:

City/State/Zip

Anticipated Attendance:

Acct to be paid from:

Start Time:

End Time:

Rooms:

Stuckey Building

Flynt Building

Other:

Check ALL rooms that are needed

- Auditorium
Room 119
Room 143
Room 201
Room 202

- Room 219
Room 305
Room 319/ 323
Room 327

- Pavilion
Off-Site:
Garden Edu Bldg.
SLC Room (no set-up changes)

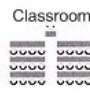
Video Conference Start Time

Technology / Equipment needs

Room Set Up:



Max: 70



Max: 100



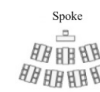
Max: 45



Max: 200



Max: 200



Max: 90

Other Set Up

BREAKS & FOOD ARRANGEMENTS: Contact: June Leary (770-228-7265) Hrs. 8:30 am - 12:00 p.m.

BREAKS

Time (AM)

Time (PM)

- * Fees assessed on a per person basis:
Coffee only (\$2.00 p/p)
Coffee / Hot Tea / bottled water (\$2.50 p/p)
Full Beverage (coffee, soda, water) (\$ 3.00 p/p)
Full beverage w/pastries (\$4.00 p/p)
Full beverage w/ cookies (\$4.00 p/p)
Full beverage w/salty items (\$4.00 p/p)
Full beverage w/pastries & Bagels, Cream Cheese (Toaster set-up) (\$5.00 p/p)
Full beverage w/cookies & Salty Items (chips, nuts, pretzels, trail mix) (\$5.00 p/p)
Full beverage w/pastries, Bagels, Cream Cheese & 2 fruits (bananas, apples, pears, grapes, etc) (\$5.50 p/p)
Cheese tray, fruit tray, & assorted meat tray (Mkt price)

MEAL Time:
Tablecloths Disposable Cloth

Notes or Special Instructions:

Empty box for notes or special instructions

Audio Visual Needs

* Prices are provided as a guide to assist in planning your budget. Prices are subject to change without notice.

Facility Fee Per Person \$

Service Fee Per Person \$