

Gilmore Center 2012 Reservation Request

Required Information – Your request cannot be completed without the following information.

*Event Title:

*Number attending:

*Date(s) and/or frequency (*example – 2nd Tuesday monthly*):

*Start time:

*End time:

*Contact Name:

*Contact Number:

*Department Name:

*Department Number:

Optional Information – If additional information is not provided, default/best fit will be scheduled.

Additional set-up/clean-up required (*30 minutes prior included on all reservations*):

Catering: No Yes [Select Type] (*Canceling of events with catering must be done one business day prior to event to avoid charges for food. Please contact catering cell phone at 744-0694.*)

Room set-up: [Select Type]

Room preference (*Every attempt will be made to accommodate your request, however, there are times when a location must be changed to best utilize the space in the Gilmore Center.*):

Notes/Special Requests:

AV Request – Equipment must be checked out from and returned to the Gilmore Center office.

All rooms include LCD projector, DVD/VHS player, flip chart and dry erase board.

Laptop

Speakerphone

Badge Scanner

Video Conferencing

Podium

Microphone

Portable LCD Projector

Portable A/V Screen

Overhead Projector

Notes/Special Requests:

Catering Needs – Please contact Gilmore Catering at x8567 or 744-0694 with catering questions or concerns.

Approving Manager Name:

Approving Manager Number:

Meal desired (*Hot meals are available on the first floor only.*):

Service Time:

Clean-up Time (*optional*):

Number of Meals:

Setting: Disposable China Other

Department Number to Bill (*if different than Contact's Department*):

Notes/Special Requests: