

EGAN LIBRARY EVENTS RESERVATION
AY2007

Date(s) of event(s) _____ Date of reservation _____

Name of event _____

Sponsoring organization's name _____

Requestor's name _____

Phone(s) _____ e-mail _____

Principal contact person _____

Phone(s) _____ e-mail _____

Hours for facilitator access _____

Hours for public access _____

Anticipated audience numbers _____

Sales anticipated? Contact Chancellor's Office x6509 for clearance.

Facilitator's needs:

Contact Facilities Services x6496 or place a Work Order online for anything substantial

Total number of chairs desired _____ Special arrangement Y / N

Lectern Y / N

Riser/podium Y / N

Folding table(s) Y / N

Contact Media Services x6463 (Jim Gage)

Computer and projector Y / N Personal ___ Media Services ___

Computer/projector stand Y / N

Screen Y / N

Sound system Y / N Personal ___ Media Services ___ Student Services ___

Other A/V equipment Y / N _____

Contact Food Services x6520 (Debbie Gleaton)

Who is responsible for making arrangements?

	Requestor	Egan Library
		Date email/phone
Contact Facilities Services	_____	_____
Contact Media Services	_____	_____
Contact Room reservations	_____	_____
Pick up library key	_____	Name/time _____
Request for student assts.		_____
Egan Lib staff member		_____