



Room Reservation Form

\*\*Please instruct participants to park in the large lot on University Drive (at the Main Entrance.)

Event Title: \_\_\_\_\_ Event Date: \_\_\_\_\_
Multiple dates (list in box provided below)

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 (Auditorium, Room 119, 143, 201, 202), Flynt Building (Room 219, 305, 319/323, 327), Other: (Pavilion, Off-Site, Garden Edu Bldg., SLC Room)

Zoom Tandberg (check one) If Zoom-- enter the 9-digit meeting ID emailed to you
\*\*You MUST have the 9-digit Zoom ID to connect to your Zoom meeting

Video Conference Start Time \_\_\_\_\_ Technology / Equipment needs \_\_\_\_\_

Room Set Up:

- Chevron (Max: 70), Classroom (Max: 100), U-Shape (Max: 45), Conference (Max: 200), Theater (Max: 200), Spoke (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

Empty box for 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 \$ \_\_\_\_\_