

Space & Room Reservation Request Form

*******PLEASE READ BEFORE YOU SUBMIT YOUR REQUEST*******

- **Use one form per event – do not combine events.**
- **All requests must be submitted at least 48 HOURS prior to your event.**
- **If you are a Student*, your request must be approved and submitted by your Degree Program.**
- **You DO NOT have meeting space until you have a signed contract. You will be contacted accordingly.**
- **Should “your” meeting be CANCELED, please contact our office immediately 4-8252 to release the reserved space.**

*****User/Requestor Information*****

Name (required: Degree, Department, Faculty Name):

Point of Contact Name on Property (required person on site):

Title:

E-mail:

Telephone Number:

Fax Number:

* If you are a student or organization, you must also include your faculty or staff advisor’s name and submit your request through your degree program or department.

*****Event Specifics*****

Name of GW Department or Organization:

Event Title/Name:

Expected Attendance (required):

Space/Room Name (if applicable only):

Event Date: (required - do not write every Monday, 1st Wednesday*, etc.) MONTH___ DAY___ YEAR___

(*Note: If you have the “same” event falling over several days, you can add those dates as an attachment to this form.)

Start Time (including set-up):

AM / PM

End Time (including clean-up):

AM/ PM

Catering Requirements: (Please describe your catering plan. Rooms must be returned to its original condition and cleaned and all trash removed.)

Catering Contact Info: (required - please provide catering company and contact name and number)

Type of Event: (circle all that applies):

Meeting

Breakout

Interview

Defense

Breakfast

Lunch

Reception

Audio/Visual

To arrange all of your audio/visual requirements you **must** contact **Fredrick Ross, Director of Audio Visual Services** directly at 202-359-1024 or by fax at 4-8305. In addition, you must also list your requirements below: (Please circle)

LCD Laptop Overhead Projector Screen Podium Wireless Mic Standing Mic

Other: _____

Please email back to: sbevents@gwu.edu or FAX back 4-1190

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