

**CALENDAR/ROOM/EVENT RESERVATION REQUEST FORM**

Contact Name: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_

Org. Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Room(s) Requested (list in preferential order): \_\_\_\_\_ # of guests expected: \_\_\_\_\_

Is the event open to the entire College of Law Community? \_\_\_\_\_ Is the event open to the public? \_\_\_\_\_

If you request a room reservation, you will receive via email an ASTRA confirmation and summary of the rooms assigned for your reservation. Please review the confirmation as you may not have been assigned the room you initially requested.

Is there a cost for this event? \_\_\_\_\_ If yes, what is the cost? \_\_\_\_\_ SBA Approved? \_\_\_\_\_

If you are requesting money from SBA, how much are you requesting and what will it be spent on?

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Name of Meeting, Program, or Event: \_\_\_\_\_  
(only programs, full organization meetings, or events will appear in the online law calendar)

Detailed description of event, including event's relation to the mission of your organization and/or school:

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If you are hosting a speaker, please provide the following, and attach a biography of the speaker to this form:

Name of speaker: \_\_\_\_\_

Presentation title: \_\_\_\_\_

All guest speakers must be approved by the organization's faculty advisor and the Coordinator of Student Life.

\_\_\_\_\_  
Faculty Advisor

\_\_\_\_\_  
Carol Magendie

**Completed form should be delivered to Carol Magendie (BAC 102)**