

Room Reservation and Event Set-up Request Form

*4.104 meetings/events are for DAS only and must be of a quiet nature due to proximity to faculty offices

**Responsible for leaving room as it was found

***4.104 can only accommodate up to 12 people

Event Date:	
*Room Preference and Time Frame Room Required (indicate set up time):	
**Requesting Department (include contact name email and phone #):	
Title of Event:	
Sponsor/Co-Sponsors:	
Meyerson Room Set-up Requested (seating/lectern arrangements):	
Technology Required: Does DAS need to request LAITS?:	
Refreshments Requested (cookies, tea, coffee, water is the norm):	
***Projected Attendance Numbers:	
<i>If event is before 1pm and/or after 5pm person responsible for event set-ups and breakdowns. Name of person responsible:</i>	
If Announcements /Publication Required, Name of Contact Person for Staff:	

Questions? Email Faith Hanley: faith.hanley@austin.utexas.edu