How to:

Reserve a Room in the Public Affairs Building

1. Pick a room, date and time (have a few backup options).
2. Talk to Anthony (SW, UP) or Dan (PP) to discuss your options and put a hold on your room.
3. Fill out the room reservation form completely and submit to Events Manager.

If an EVENT:

Be prepared to answer any questions about food, budget, facilities and resources.

If a MEETING (with no food):

Room is approved.

Will need to:
- Fill out an EOL
- Get an FSR
- Order catering
- Post signage or reserve additional rooms.