

How to:

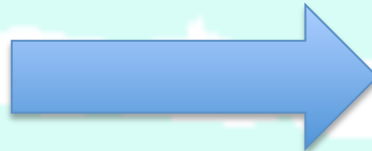
Reserve a Room in the Public Affairs Building



Pick a room, date and time (have a few back up options).



Talk to Anthony (SW, UP) or Dan (PP) to discuss your options and put a hold on your room.



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

