

# How to:

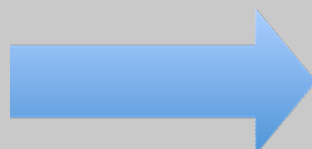
## Reserve a Room in the Public Affairs Building



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



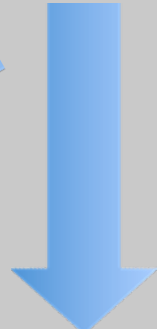
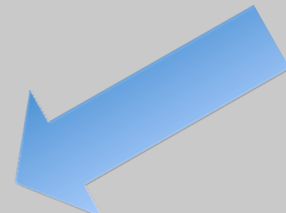
Talk to Steven  
(SW,UP), Ervin  
(PP), or Justin  
(UG) to discuss  
your options and  
put a hold on your  
room.



Fill out the  
room  
reservation  
form  
completely  
and submit to  
Events

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

