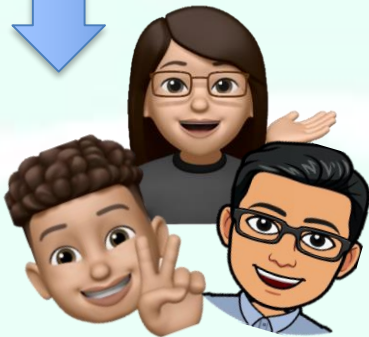


How to:

Reserve a Room in the Public Affairs Building



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



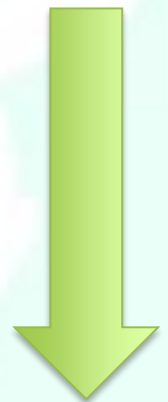
Talk to Melody (melody@luskin.ucla.edu) for SW, UP; Ronaldo (ronaldo@luskin.ucla.edu) for PP; or Justin (jdetoro@luskin.ucla.edu) for UG to discuss your options and put a hold on your room.



Fill out the room reservation form completely and submit to Events Director



If an **EVENT**:
Be prepared to answer any questions about food, budget, facilities and resources



If a **MEETING** (with no food) and no schoolwide conflicts:
Room is approved.



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

