

**Tresidder Meeting Services Room Request**  
**Employer - Complete this section only**

Today's Date: \_\_\_\_\_

Company Name/Division: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone and FAX: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Event (interviews, reception, etc.): \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_      End Time of Event: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

# of Expected Attendance: \_\_\_\_\_

Table/Chair Setup Requirements (i.e. headtable, registration table or literature table, etc.):

\_\_\_\_\_

Audio-Visual Needs (Slides, Overhead, Flipcharts, etc.):

\_\_\_\_\_

Food/Beverage Service:    Yes \_\_\_\_\_      No \_\_\_\_\_

*Upon booking a room request, a \$40.00 processing fee will be assessed if a change or cancellation is received. Refunds will be given only if notified cancellation no less than one month before the scheduled event.*

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**CAREER DEVELOPMENT CENTER (Tresidder Union Use Only)**

Sponsoring Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address & Mail Code: \_\_\_\_\_

Telephone and FAX number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Room: \_\_\_\_\_      Equipment: \_\_\_\_\_

Request Confirmed \_\_\_\_\_      Not Available \_\_\_\_\_

Comments: \_\_\_\_\_