



---

## SALEM

# ROOM REQUEST

Seven (7) working days lead-time is **REQUIRED** for your room request.

Main Classroom Building

City Center

Room (s) Requested:

Date (s) Needed:

Purpose:

Time Needed: From:

To:

Anticipated Attendance ?

Will you need any of the following?

Podium

Microphone

8' Tables    How many?

Chairs        How many?

Please detail any audio/visual equipment needed.

- Any special request for Computer/Phone connectivity must be coordinated with Clayton Gellatly (74217) or Brian Hall (74252)

Please detail any special room setup instructions.

\*\*\* I acknowledge that after hour events (evening/weekends) may incur a security/maintenance fee\*\*\*

Requestor's name:

Date:

Requestor's e-mail:

# EVENT DETAILS

Should the event require campus resources, budget approval for new campus funded events is needed to ensure available funding.

**Name of Event**

**Who is the contact person in charge of event?**

**Contact e-mail and phone number**

**\*\*\*Please contact Kris Watson for availability of the Dean for your event.**

**kbalsley@kent.edu or 77416**

**\*\*\* For catered events of any type, please contact Melissa Cope for more information**

**mcope3@kent.edu or 74206**

**Will you need photos taken or a press release for this event?**

**If yes, contact Tina Smith**

**tsmit170@kent.edu or 77430**

**Please provide event details:**