

Facilities Reservation Form for Campus Events

Today's Date _____ Date(s) Requested _____

(One Event per Form)

*****This form should be submitted at least 2 weeks before date requested*****

Facility Requested Circle selection(s)	McGee Theatre Recital Hall Austin Auditorium Rotunda Recital Hall Lobby Austin Auditorium Lobby
Person Making Request	
Sponsoring Department	
Campus Extension	
E-mail Address	
Name of Event	
Arrival/Departure Times Allow for setup, event, and cleanup.	
Event Times Beginning and ending times.	
Faculty/Staff Member Each event <u>must</u> have a WU staff member present the entire time.	
Staging Needs All items subject to availability. Supplies in Austin Aud. are limited.	Lectern: Yes / No Chairs (#): _____ Tables (#): _____ Table Cloths (#): _____ Other: _____
Sound Subject to availability. Wireless not available in Austin Aud. Microphones not recommended in Recital Hall.	Handheld Mic (#): _____ Wireless Lapel Mic (#): _____ CD Playback: Yes / No mp3 Playback: Yes / No
Multimedia Projection unavailable in Austin Aud. except under special circumstances.	Projector: Yes / No Computer for PowerPoint: Yes / No DVD Playback: Yes / No Technician: Yes / No
Other Needs Any other requests or information we should know about your event.	

Any changes to the above requests should be submitted as early as possible.

If you are having a catered reception with your event it should be noted in the "Other Needs" section.

Reservation will be confirmed via e-mail from Teresa Martin.

Do not advertise your event until you receive this confirmation!