

## Cabrini College Event and Meeting Reservation Form

Date Submitted:	Requested By:
Faculty/Staff/Student Responsible:	E-Mail:
Contact Phone:	Name of Group/Student Advisor Name:
Date of Event:	Start Time: <span style="float: right;">End Time:</span>
Type of Event:	Room Requested:
Expected Attendance:	Contact Cell Phone*:

*\*Must be present during event*

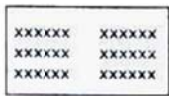
Please fill in each section of the form completely and carefully. Please e-mail the completed form to the Scheduling Manager, **Rhoda Johnson** by using the submit button or faxing to: If more information is needed, a request will be sent to the contact person. Incomplete forms will not be processed and sent back to the requestor.

### Room(s) Requested: (click in box to select or specify quantity needed)

No set up necessary

Tables: _____ # of 6ft Tables	_____ # of Round Tables	<input type="checkbox"/> Stage	<input type="checkbox"/> Podium
_____ Chairs	_____ Existing Room Set Up	<input type="checkbox"/> Trash Cans	<input type="checkbox"/> Coat Racks
_____ Flipcharts	_____ Seats Per Table	<input type="checkbox"/> Backdrop	<input type="checkbox"/> Flags
_____ Microphone	<input type="checkbox"/> Cordless Microphone	<input type="checkbox"/> Conference Telephone	<input type="checkbox"/> Other

Setup Style:



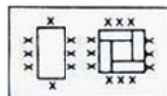
**Lecture Style**



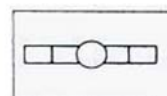
**Theatre Style**



**Banquet Rounds**



**Meeting**



**Reception Style**  
(center of room)



**Classroom Set-up**

Other: \_\_\_\_\_

**Dining Services: Contact 610-902-8505**

Catering  Yes  No

Linen (\$10 and up)

**Audiovisual Needs: Contact 610-902-8366, [ITRHelp@cabrini.edu](mailto:ITRHelp@cabrini.edu)**

Help Needed  Yes  No

Time Needed \_\_\_\_\_  AM  PM

<input type="checkbox"/> TV	<input type="checkbox"/> DVD	<input type="checkbox"/> VHS	<input type="checkbox"/> Laptop (Check out in Office)
<input type="checkbox"/> Power Point	<input type="checkbox"/> Internet Access*	<input type="checkbox"/> Movie Viewing	<input type="checkbox"/> Projector (LCD)

*\*Wireless internet access for non-Cabrini users must be requested 2 weeks in advance. Contact ITR for more information*

### Additional Needs

Public Safety *(Parking requests are required for more than 5 off campus visitors)*

### Additional Permissions

Permission from SEAL (Required for student organized events)