



Event Information

Booking Information (Please indicate alternate dates/times or areas of flexibility.)

Event Name, Event Date(s), Event Start Time, Event End Time, Number of Guests, Event is for Brandeis only, Event is open to off-campus guests

General Information (Please be as specific as possible.)

Event Type, Event Description

Desired Space

1st Choice, 2nd Choice, 3rd Choice, Or Desired Room Attributes

Additional Needs (Please note that there are usually event costs associated with these requests.)

Room Set-up, Audio-Visual Needs, Catering, Diagrams can be attached or drawn on the back of this paper.

Group Information

Group/Organization Name: (Please note that only recognized student groups/organizations can reserve space.)

Name of Contact Person, Phone Number, E-Mail Address, Preferred Method of Contact

Additional Information/Notes for this Request, Date Submitted

CES Staff Use Only

Reservation Number, Availability, Notes, CES Staff Member