



### Event Information

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

Event Name	Event Date(s)	Event Time	Number of Guests
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General Information (please be as specific as you can)

Event Type (Dance, Meal, Meeting, Rehearsal, Etc.)	Event Description
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Desired Space

<i>1st Choice</i>	<i>2nd Choice</i>	<i>3rd Choice</i>	<i>Or Desired Room Attributes</i>
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Additional Needs (please note there is frequently a cost associated with these requests)

Set Up Closed Square, Rounds, Auditorium, Empty, Etc.	Catering	Audio Visual
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### Group Information

<i>Group/ Organization Name (Only Recongized Student Groups/ Organizations can reserve space)</i>
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<i>Name of Contact Person</i>	<i>Phone Number</i>	<i>Email</i>	<i>Prefered Method of Contact?</i>
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### Official Use Only

<i>Reservation Number</i> CES Staff Member Availability	<i>Call Log</i>
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