



Student Engagement Center Meeting Room Request

Attach form to Outlook Calendar Request

Contact Info: All fields are required

Name
Department
Office Phone
Cell Phone
UIW Email

Event Info:

Event Name
Event Date
Set Up Time (30 min max)
Start Time
End Time
Number Attending
Food at your event?

Requested Equipment:

Dell Laptop
Conference Phone
Mac Adapter
Clicker

Space Requested: Please select one

Meeting Room
Private Dining
Concourse
Concourse Tables (3 Max)
Concourse Chairs (2 per Table Max)

Notes:

Set Up for Room: Please select one

Classroom Style (Chairs behind tables)
Theater Style (Chairs only)
Square (Tables in a square, with chairs)
U - Shape (Tables in a U, with chairs)

Student Organizations:

Please send a screenshot of your OrgSync approval to: studentcenter@uiwtx.edu with your reservation request.

STAFF USE

Date Confirmed _____
Staff Initials _____