



Student Engagement Center Ballroom Request

Attach form to Outlook Calendar Request

Contact Info:

Name
Dept
Office Phone
Cell Phone
UIW Email

Event Info:

Event Name
Event Date
Set Up Time
Start Time
End Time
Number Attending
Set Up Options:
Half Ballroom Bleachers
Round Tables
Chairs at each round table
Theater Style with _____ chairs
Tables in a Square

Requested Equipment:

Microphones #
HDMI PC or Mac
Laptop
Conference Phone
Podium
Stage
Rec Tables #
Cafe Tables # (Max 6)
Clicker

Food Yes No
Drinks Yes No

Food & Drink Provided by:

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

STAFF USE

Date Confirmed _____
Staff Initials _____