

# Meeting Space Request Form (General Meetings etc)

## **Requester Information**

**Name**

**NSU Email Address**

**Organization/ Department Name**

**Phone Number**

## **Meeting Request Information**

**Name of the Meeting**

**Meeting Date**

*Must be 10 business days in advance.*

*(For multiple dates, please add them in the notes section below, as follows: 01/01/12, 01/08/12).*

**Start Time**

**End Time**

**Expected Attendance**

**Meeting Description**

*Please provide a detailed description*

**Notes**

*For additional notes or additional dates.*

## **Equipment Requests**

### **Buildings and Spaces**

ASA  
DeSantis  
University Center  
Rosenthal  
Mailman  
Parker  
Commons  
Outside  
Other (write in notes)

### **Room or Space Name**

### **Audio Visual Request**

Projector  
Screen  
Laptop  
Sound System  
Microphone

### **Notes**

*List any notes for the request*

## **Advisor Permission**

**President's Name**

**President's Email**

**Advisor Name**

**Advisor Email**