

FACULTY & STAFF FACILITIES REQUEST FORM

Scheduling Office, Campus Center 209

Phone: 221-3272 Fax: 221-3451

www.wm.edu/studentactivities/scheduling

Today's Date _____

Contact Person _____

Personal Banner ID # _____
Located on your W&M ID Card

Phone Number _____ E-mail _____

Campus Address _____ Department _____

Name of Event/Meeting _____

Description of Event/Meeting _____

Date (s) of Event/Meeting _____ Day (s) of the Week _____ # of Attendees _____

Start Time _____ End Time _____

Set-up Time _____ Clean-up Time _____

Events/meetings are scheduled on the hour & half hour. In UC/CC tables & chairs are pre-set & you do not need to include set-up time for this.

ROOM/LOCATION _____
Provide Alternatives

Is this an outdoor event? Contact Facilities Management for outdoor set-up needs at 221-2270.

University Center & Campus Center Set-up Needs only!

You **must** contact Rich Thompson, 1-3432, seven days prior to your event to confirm the needs listed below.

- No set needed (room empty)
- Banquet set (round tables w/chairs) #T____ / #CH____
- Chairs in circle (no tables) #CH____
- Conference (hollow square or U shape) # Guests____
- Reception (tables & chairs along wall)
- Theatre (rows of chairs) # CH ____
- Easel
- Flip Chart or Marker Board (circle one)
- Podium
- Stage
- Other _____

Audio Visual Needs

Must be **ordered online** at least five days prior to your event. Please wait until you have received confirmation of your scheduling request before ordering.

For events in the University & Campus Centers:
www.wm.edu/uc (Robin's Form)

For all other, includes access to audio visual equipment already in classrooms and outdoor needs:
www.wm.edu/uc (Jeff's Form)

