

Brody Room Scheduling, Student Affairs – BSOM

- Please note that this is only a request. A confirmation email will be sent once the room reservation has been approved and assigned.
- Please do not publicize this event until after you receive a room reservation confirmation email.
- Have questions or need assistance? Call 744-2278 or send an email to tayloran@ecu.edu

Description:

Name of Event: _____

Name of the Organization that is sponsoring this event: _____

Approximate number of people attending: _____

Dates:

One-time event:

Date: _____

Recurring event:

Start Date: _____

End Date: _____

Frequency: _____

(Describe daily, weekly, or monthly schedule)

Dates in range to exclude: _____

(Any dates in this range that your group will not meet – i.e. holidays)

Times:

Actual time of event: From _____ to _____

Set-up time needed:

- None
- 15 minutes
- 30 minutes
- Other: _____

Break-down time needed:

- None
- 15 minutes
- 30 minutes
- Other: _____

Resources:

Room requested:

Brody Rooms

- 2E100
- 2E69
- 2N53
- 2N55
- 2N76
- 2N86 (M1)
- 2S04 (M2)
- 2S11
- 2S13
- 2S14

- 2W38
- 2W40A
- 2W40B
- 2W50
- Auditorium (Blue)
- Auditorium (Burgundy)
- Auditorium (Gold)
- Brody Corridor
- Lake Laupus

PCMH Rooms

- TA – W290
- TA – W347
- TA – W388
- TA - W391

Ed Warren Rooms

- LSB 202
- LSB 204

Resources Requested:

Tables:

- Rectangle: # _____
- Round: # _____

Others:

- Chairs: # _____
- Podium
- Kitchen
- Other: _____

Media:

- TV/VCR/DVD
- Transparency Projector
- LCD Projector
- Microphone
- Screen
- Other: _____

Room Set-up

- Set up requested? Yes _____ or No _____ (room set-up is primarily available for larger rooms)

If yes, how would you like the room configured?

- Lecture table style** (Tables and chairs are placed in rows facing the front, optimal for providing writing space for participants)
- Round table style** (Round tables and chairs are spaced through out the room; optimal for small group and table discussions or for facilitating meals)
- Lecture chair style** (Chairs are placed in rows facing the front)
- Circle chair style** (Chairs are placed in semi-circle to facilitate group dialogue)

If another set-up is desired, please attach a diagram of the set-up to this form

Contact Information

Event Leader Name: _____

(The person who will be in charge the day of the event)

Room Reservation Contact: (the person we should contact if we have questions regarding this room reservation request. This is also the person who will receive the room reservation confirmation email)

Name: _____

Phone: _____

Email: _____@ecu.edu