

Meeting Services



www.emory.edu/DUC

- Math & Science / Candler Library / Rich / Anthropology
 White Hall / Callaway Center / Emerson Hall / North Decatur

This form is for Academic Space weekdays after 6 pm and all weekends. Room reservations should be made in writing at least 7 days in advance. Please report all changes or cancellations to Meeting Services (404.727.7354) immediately. No food is allowed in the classrooms.

Today's Date _____

Event Title _____

Organization _____ Account Number _____

Individual in Charge _____ Phone Number _____ Email _____

Advisor _____ Department _____

Space Requested _____ Estimated Attendance _____ Start Time of Event _____ End Time of Event _____

Day(s) of the week _____ Date(s) _____

Nature of Event (speaker, performance, off campus guest, publicity, movie*, etc) _____

Please briefly describe and AV needs (see below): _____

SPECIAL ARRANGEMENTS MUST BE MADE AT LEAST 7 BUSINESS DAYS IN ADVANCE:

For AV please contact Classroom Technologies at 404.727.6853

**For equipment and custodial services such as
electrical equipment, extra chairs, tables, platforms/staging, special chair arrangements, etc.
contact 404.727.7463**

For special parking contact 404.727.PARK

Signature _____ Title _____

(Signature indicates responsibility for event)

Please return this form to Meeting Services
Dobbs University Center room 220E
Emory University
PO Drawer AAA
Atlanta, GA 30322
404.727.5354 or 404.727.0277 (FAX)