

# Meeting Services



www.emory.edu/DUC

Dobbs University Center /  Cox Hall

All requests for DUC space must be received **two business days** prior to your event. Requests received on Friday will not be processed until Monday. The office is closed Saturday and Sunday. Food is ordered directly from Emory Catering at 404.712.8948. Please notify Meeting Services **and** Emory Catering with **any** changes or cancellations. **A fee may be charged for late cancellations.** Meeting Services reserves the right to assign an alternate room if the originally requested room is not available or appropriate. **If special accommodations are needed owing to a disability or chronic medical condition, contact the Disability Services Office at 404.727.9777 (voice) or 404.712.2049 (TDD).**

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) \_\_\_\_\_

Will refreshments be served? \_\_\_\_\_ If so, what? \_\_\_\_\_

Will Emory Catering cater all food and beverages? \_\_\_\_\_ Please check one of the following: \_\_\_\_\_ Self-served/buffet \_\_\_\_\_ Served

Will alcohol be present? Yes \_\_\_\_\_ No \_\_\_\_\_ (If alcohol will be present, please turn in an alcohol permit application with this form)

Please fully describe room set up desired (Please note that numbered meeting rooms are preset and cannot be changed):

\_\_\_\_\_

**COX ONLY:** Data Projector \_\_\_\_\_ Mic \_\_\_\_\_ Technical assistance is not provided at Cox. Please call 404.727.9200 to schedule a tech.

**DUC ONLY:** (check all that apply): Data Projector \_\_\_\_\_ TV/VCR \_\_\_\_\_ DVD \_\_\_\_\_ Mic \_\_\_\_\_ CD Player \_\_\_\_\_ Laptop \_\_\_\_\_ Other \_\_\_\_\_

**\*FOR MOVIES IN HARLAND CINEMA (see Meeting Services for a copy of the movie policy)**

Movie showing time: \_\_\_\_\_ - \_\_\_\_\_ Distributor has issued permission (must provide written proof to Meeting Services) \_\_ Yes \_\_ No  
Contact SWANK at [www.swank.com](http://www.swank.com) to inquire about permission to show movies

To show a movie (or use the booth) you MUST contact Vickey Hanson at 404.727.1033 or [vhanson@emory.edu](mailto:vhanson@emory.edu) to schedule a technician. This must be done at least seven days prior to your event. DVD \_\_\_\_\_ VHS \_\_\_\_\_ Other \_\_\_\_\_

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  
404.727.1706 or 404.727.0277 (FAX)