

Meeting Services



White Hall Lobbies

www.emory.edu/DUC

Reservations should be made in writing at least 7 days in advance. Facilities are to be left clean and furniture returned to its original setup. Failure to comply with this policy may result in a charge to your department/organization account and limitations of facility use for future events. Please remember that White Hall is a classroom building. No events are allowed which would cause excessive noise or interrupt other scheduled classes or events.

Today's Date _____

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 (reception, blood drive, registration, etc.) _____

Event Title _____

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 briefly describe set up desired _____

Signature _____ Title _____

(Signature indicates responsibility for event)

SPECIAL ARRANGEMENTS MUST BE MADE AT LEAST 7 BUSINESS DAYS PRIOR TO THE EVENT:

For AV please contact Classroom Technologies, a division of UTS at 404.727.6853 or it.emory.edu/classtech

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

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).

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)