Event/Meeting Room Request Form
UO Baker Downtown Center, Academic Extension
975 High Street
Eugene, OR 97403

Function Title: ____________________________________________

AE Produced Program:
Meeting (Staff, DE, instructors)
Class/Program __________________________________________
Other _________________________________________________

AE Hosted Activity:
Meeting
Class/Program __________________________________________
Other _________________________________________________

Date: _____________________________

Setup Time: _______________________

Start Time: _________________________

End Time: __________________________

Vacate Time: _______________________

Expected Attendance:

Brief Description of Function: _______________________________________

Room Layout:

Classroom | Custom | Lecture

AV:
Tech support by special arrangement
Laptop PC
Laptop MAC
DVD/Blu Ray Player
Video conferencing

Food and Beverage:
All food and beverages must be arranged through UO Catering, by Academic Extension:
http://catering.uoregon.edu/

Participants are responsible for leaving the classroom in the condition it was found.

Questions: Cheryl Henderson, cherylh@uoregon.edu, 541-346-1249

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