

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: _____

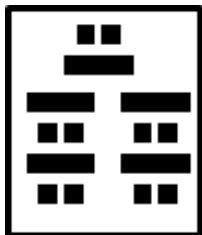
End Time: _____

Vacate Time: _____

Expected Attendance: _____

Brief Description of Function: _____

Room Layout:



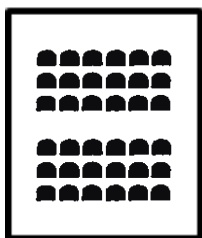
Classroom



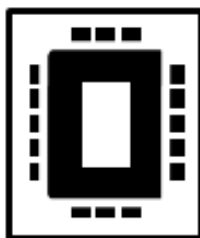
Custom



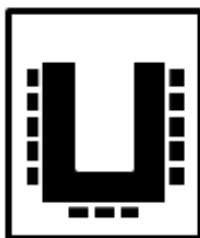
Lecture



Theater



Square



U-Shape

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