

# Gossick Leadership Center Reservation Request

## Function Information

<b>Name of Group</b>		<b>Start Date</b> MMDDYY		<b>End Date</b> MMDDYY	
<b>Group Size</b>		<b>Start Time</b>		<b>End Time</b>	
<b>Category</b> (Check One)	<input type="checkbox"/> <i>Cat 1</i> <input type="checkbox"/> <i>Cat 2 *</i> <input type="checkbox"/> <i>Cat 3*</i> <input type="checkbox"/> <i>Cat 4*</i> <input type="checkbox"/> <i>Cat 5*</i>				
	<i>*Fee incurred</i>				

## Contact Information

<b>POC</b>		<b>Office Phone</b>	
<b>Email</b>		<b>Cell Phone</b>	

## Requirements Information

<b>A/V Support</b> (Check all that apply)	<input type="checkbox"/> <i>TV</i> <input type="checkbox"/> <i>DVD player</i> <input type="checkbox"/> <i>VCR</i> <input type="checkbox"/> <i>Computer connected to LAN</i> <input type="checkbox"/> <i>Laptop Hookups (#_____)</i> <input type="checkbox"/> <i>Screen/projector</i> <input type="checkbox"/> <i>Easels (#_____)</i> <input type="checkbox"/> <i>White boards</i> <input type="checkbox"/> <i>Other (please list)</i>
<b>Catering Support</b> (Check all that apply)	<input type="checkbox"/> <i>Beverage Service</i> <input type="checkbox"/> <i>Snacks/Light Refreshments</i> <input type="checkbox"/> <i>Breakfast</i> <input type="checkbox"/> <i>Lunch</i> <input type="checkbox"/> <i>Dinner</i>

## Other Information

Enter any additional information regarding your event