



ZACHRY FACILITIES REQUEST FOR MEETING ROOM

HOST:

Primary contact for event/meeting include contact name, email and phone number

EVENT TITLE / MEETING TITLE:

Name of event/meeting

DAY / DATE / TIME:

Exact day, date and time for event/meeting (if recurring meeting, provide start and end date) If needed, include setup and breakdown time in the reservation.

CAPACITY:

_____ Number invited to event
_____ Number projected to be in attendance

_____ Preferred Room Location

****Use greater number so that the correct room is booked to suit all comfortably****

ROOM INFORMATION:

All rooms have media available. To connect to the media with your computer/device, use AirConnect or MirrorOp Presenter.

For any questions or additional help needed, contact:
Zachry Tech Support Room 383, enr-helpdesk@tamu.edu,
or call 458-8888

- Furniture layout CANNOT be moved/rearranged.
- All groups are responsible for leaving the ZACH facilities clean and orderly

EMAIL: EASA-ZACHROOMS@TAMU.EDU