

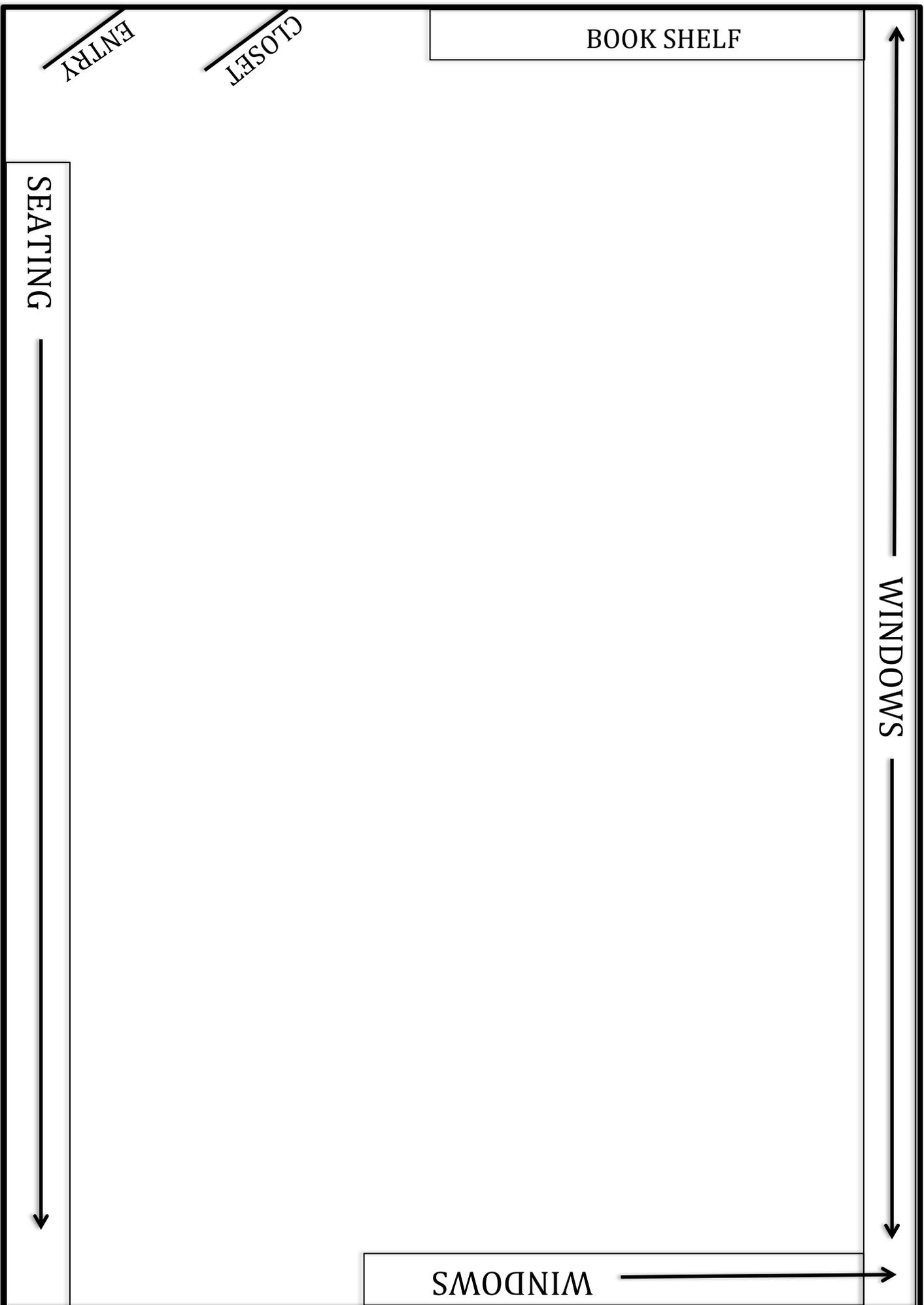
Room Reservation Form for an Event

**Please submit one week in advance of the event to Teri, teri@hiwp.org
Please fill out the form below and provide the attached diagram with room arrangement.**

If you have handouts and would like the office to make copies, please send no later than 3 days before the event.

| | |
|---|---|
| Name of event: | |
| Date & time: | |
| Person responsible: | |
| Best phone number/email to reach you the fastest: | |
| Projected number of attendees: | |
| Requirement for food arrangements: (check all that apply) | <input type="checkbox"/> Hot Water <input type="checkbox"/> Tea/coffee/sugar, etc. <input type="checkbox"/> Paper goods <input type="checkbox"/> Table clothes <input type="checkbox"/> Any other requirement, specify <hr/> |
| Special considerations for room arrangement: (such as TV, monitor, projector, microphone, etc.) | |
| Anything else that we need to know about the event? | |

Small Social Hall Work Order: Draw your preferred tables/chairs arrangement and submit to Teri



Date Needed:

Time Needed: