



# Middle Georgia RESA Room Request Form

**(Room Only. No registration needed)**

**Complete and email form to Leanne Carreker: [lcarreker@mgresa.us](mailto:lcarreker@mgresa.us)**

<b>Room Requested by:</b>		<b>Date Requested:</b>	
<b>Contact for the person responsible for the event:</b>	<b>Name:</b>		
	<b>Email:</b>		
	<b>Telephone:</b>		
<b>Purpose of the Meeting/Title of the event:</b>			
<b>Event/Meeting Date(s):</b>		<b>Max # of Participants</b>	
<b>Desired Location</b>	<b>1st Choice:</b>	<b>2nd Choice:</b>	
<b>Start Time:</b>		<b>End Time:</b>	
<b>Type of room needed (classroom, conference room, lab, etc.)</b>		<b>Room Set up specifics (classroom style, workgroup style, etc)</b>	
<b>IT and/or AV needs (LCD, Laptop, Internet Access, Snowball Microphone)</b>		<b>Food Services needed: Coffee, Water, Ice, Snacks, Meal</b>	
<b>Department</b>	<b>Select one:</b> <b>GENERAL PL</b> <b>GATAPP</b> <b>GLRS</b> <b>OTHER (specify): _____</b>	<b>OFFICE USE ONLY:</b> <b>Assigned Location:</b>	