

SLC 205 RESERVATION REQUEST PROJECT & PRESENTATION DEVELOPMENT

DATE RECEIVED

RSVT #

OFFICE USE ONLY

**PLEASE ALLOW 2 BUSINESS DAYS TO PROCESS THIS REQUEST.
YOUR RESERVATION IS NOT FINAL UNTIL YOU HAVE RECEIVED AN E-MAIL CONFIRMATION FROM THIS OFFICE!**

CONTACT INFORMATION

CONTACT PERSON:

MAILING ADDRESS:

CITY:

STATE:

ZIP CODE:

PHONE NUMBER:

E-MAIL ADDRESS:

PRESENTATION - PRACTICE INFORMATION

DATE:

START TIME:

END TIME:

EXPECTED ATTENDANCE:

COURSE (subject & number):

INSTRUCTOR:

TYPE OF PROJECT: Project development

Presentation practice

AUDIO-VISUAL EQUIPMENT NEEDED

(check all that apply)

LCD/DATA PROJECTOR

LAPTOP

VCR

DVD/CD PLAYER

DOCUMENT CAMERA