## EVENT RESERVATION QUESTIONNAIRE

Please email to [tracy.ingersoll@maine.edu](mailto:tracy.ingersoll@maine.edu)
For more information check out: machias.edu/community

**Event Name:**

**Coordinator Contact Info:**

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
<th>EMAIL</th>
</tr>
</thead>
</table>

**Date of Event:**

<table>
<thead>
<tr>
<th>Open to the Public? Y or N</th>
<th>Beginning Time</th>
<th>Ending Time</th>
<th>Number of participants</th>
</tr>
</thead>
</table>

**Type of Room:**

- Lobby of Science or Torrey or Reynolds Center
- Conference Room - seats 12
- Computer Lab - seats 25
- Classroom - seats 30
- Lecture Hall - seats 104
- Gymnasium
- Performance Hall - seats 349

**Special Equipment Needed:**

- Projector
- Screen
- Podium/mic
- Sound - Wireless Microphones (deposit is required)
- Lighting
- Extension Cords/Power Strips

**Special Setup**

- Tables (limit of 30) # needed ______
- Chairs (limit of 40) # needed ______

**For Catering Needs:**

Contact Gail Gordon at Sodexo Food Service at:

[gail.gordon@sodexo.com](mailto:gail.gordon@sodexo.com)

**For Technology Information:**

Contact our IT office at:

[levesqlm@mane.edu](mailto:levesqlm@mane.edu) or

[jonathan.stence@maine.edu](mailto:jonathan.stence@maine.edu)

**THIS OFFICE REQUIRES 24 HOURS NOTICE**

Last minute changes cannot be accommodated because of insufficient staffing.