



EVENT RESERVATION QUESTIONNAIRE

Please email to tracy.ingersoll@maine.edu

For more information check out: machias.edu/community

Event Name:

Coordinator Contact Info: NAME _____
 PHONE _____ EMAIL _____

<p>Date of Event:</p> <p>Open to the Public? Y or N</p>	<p>Beginning Time:</p> <p>Ending Time:</p> <p>Number of participants:</p>
<p>Type of Room:</p>	<p>Lobby of Science <u>or</u> Torrey <u>or</u> Reynolds Center</p> <p>Conference Room - seats 12</p> <p>Computer Lab - seats 25</p> <p>Classroom - seats 30</p> <p>Lecture Hall - seats 104</p> <p>Gymnasium</p> <p>Performance Hall - seats 349</p>
<p>Special Equipment Needed:</p>	<p>Projector</p> <p>Screen</p> <p>Podium/mic</p> <p>Sound - Wireless Microphones (deposit is required)</p> <p>Lighting</p> <p>Extension Cords/Power Strips</p>
<p>Special Setup</p>	<p>Tables (limit of 30) # needed _____</p> <p>Chairs (limit of 40) # needed _____</p>
<p>For Catering Needs:</p>	<p>Contact Gail Gordon at Sodexo Food Service at: gail.gordon@sodexo.com</p>
<p>For Technology Information:</p>	<p>Contact our IT office at: levesqlm@maine.edu <u>or</u> jonathan.stence@maine.edu</p> <p>THIS OFFICE REQUIRES 24 HOURS NOTICE</p>

Last minute changes cannot be accommodated because of insufficient staffing.