

**Tufts University
Multicultural Greek Council
Room Reservation Form**

When

Date		Number in Attendance:
Start Time		
End Time		

*must include Tufts University students

Where

Type of Facility (mark all that apply)

Classroom	Conference Room
Auditorium	Mayer Campus Center Table
Lounge	Other (<i>specify below</i>)

Other:

Event Details

Event Name		
Event Type	<input type="checkbox"/> Informational Session <input type="checkbox"/> Educational Session <input type="checkbox"/> Lecture <input type="checkbox"/> Presentation <input type="checkbox"/> Meeting <input type="checkbox"/> Workshop <input type="checkbox"/> Other (specify):	
Features	<input type="checkbox"/> Active Phone Line <input type="checkbox"/> Food Permitted <input type="checkbox"/> Audio & Video Input <input type="checkbox"/> HP Accessible <input type="checkbox"/> Board-Chalk <input type="checkbox"/> Screen-Projection <input type="checkbox"/> Board-White <input type="checkbox"/> Other	
	Other:	

Group Details

Main Contact Person	
Phone	
Email	

Other Information

Do you plan to serve food at your event? Yes No

How do you plan to advertise for your event/program?

For OFSL use only
Received by the Office of Fraternity and Sorority Life
Date:
Signature:

