Raymond Hall 8th Floor Reservation Form
Office of Non Credit, Conferences & Special Programs
391 Van Housen Hall, SUNY Potsdam

Please complete information below and return form to the above address.

Event Date(s) & Day(s) of the Week ______________________________________________________________________

Sponsoring Organization/Department ____________________________________________________________________

Address _______________________________________________________________________________________________

Contact Person __________________________________________ Telephone # ___________________________

Event Title ____________________________________________________________________________________________

Room Requested:  
- Lounge (Maximum Allowed - 50) (Smaller room with boardroom tables, couches & chairs)
- Dining Room (Maximum Allowed - 99 without tables; 60 with tables) (Larger room with small tables)
- Both

Estimated # Attending Meeting _____________________________________________________________________________

Beginning Time ________________ AM ☐     PM ☐     Ending Time ________________ AM ☐     PM ☐

Room Set-up (Please be specific) ____________________________  Diagram of Set-up Needed

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Note: If the requested space requires a specific set-up that cannot be shown here, please attach a diagram.

EQUIPMENT NEEDS:
- Overhead projector
- Screen
- Sound System/Microphone
- Podium
- TV/VCR/DVD
- Blackboard
- A/V Cart
- Easel/Flip Chart (you provide markers)
- Slide Projector
- Other (please specify) __________________________________________

PLEASE NOTE: Computers and LCD Projectors are not provided by Conference Services. You must contact CTS at x2083 for these requests.

Will food be served at this function?  ☐ Yes ☐ No  Note: All food must be contracted through PACES or a waiver issued.

Signature for Organization/Department __________________________________________ Date ________________

Signature of NCCSP __________________________________________ Date ________________

CC: NCCSP; Raymond Hall Custodian; University Police; Physical Plant; Organization/Department