

# 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



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

**EQUIPMENT NEEDS:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Overhead projector   | <input type="checkbox"/> Screen                                 | <input type="checkbox"/> Sound System/Microphone |
| <input type="checkbox"/> Podium               | <input type="checkbox"/> TV/VCR/DVD                             | <input type="checkbox"/> Blackboard              |
| <input type="checkbox"/> Video/Data Projector | <input type="checkbox"/> Easel/Flip Chart (you provide markers) | <input type="checkbox"/> Slide Projector         |

Other (please specify) \_\_\_\_\_

**PLEASE NOTE: Computers are not provided by Conference Services. You must contact CTS at x 2083 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 \_\_\_\_\_