Room Reservation Checklist

- **FORM MUST BE COMPLETED (including the following)**
  - **EXACT NAME OF YOUR SEMINAR, CONFERENCE or CLASS**
    (Exactly the way it is being distributed to attendees or participants)
  - **Start & ending time** (exact time of entry of the room including set-up and clean-up)
  - **Number of participants**
  - **Set up needed for room**
  - **Signed by responsible party**

- IF YOU ARE REQUESTING A ROOM FOR SOMEONE OTHER THAN YOURSELF IT IS VERY IMPORTANT THAT ALL NEEDS OF THE INSTRUCTOR/PRESENTER IS NOTED ON THIS FORM PRIOR TO FAXING OR RETURNING. (Please indicate if you need any equipment such as: tables for catering, registration check-in, AV equipment and extension cords).

- WHEN SENDING IN PAYMENT ON A CONFERENCE ROOM PLEASE REMEMBER TO INDICATE: Date of meeting, Name of meeting & make checks payable to UC Regents Attn: Kristine

- IF REQUESTING THE COMPUTER LAB OR THE VIDEO CONFERENCE ROOM, YOU MUST CONTACT: THE IT HELP DESK @ helpdesk@ucmerced.edu or PHONE: 209-228-4357

  A TECHNICAL CONTACT PERSON WHO KNOWS YOUR REQUIREMENTS IS SUGGESTED TO CONTACT THE IT HELP DESK.

- A MINIMUM OF 2-WEEK ADVANCE IS REQUIRED FOR THESE ROOMS.