OHIO UNIVERSITY
Reservation Request Form
Special Event Weekend

Return form to Baker Room 355

Date of Submission: _____

Date(s) Requested: ___/___/_____ ___/___/_____
First Choice Second Choice

Organization Name & Sponsoring Organization(s): _____

Payment Option: Oracle Account: _ _ - _ _ _ _ _ _- _ _ _ _ _ _ - _ _ _ _ - _ _

Event Contact*: _____ _____ _____
Name E-mail Phone

*This person will be the only individual allowed to make changes to the reservation.

Event Title and Description: _____

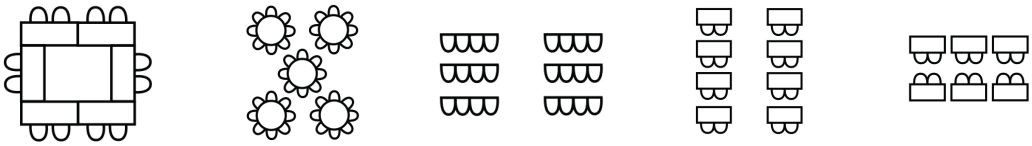
_____

Event Time: _____ _____ Anticipated Attendance: _____
Start Time (excludes set-up) End Time (excludes clean-up)

Space Requested: _____ _____
First Preference Second Preference

Specific Set-Up Needs:

Please circle one:



Conference Banquet Theatre Classroom Fair

Equipment Needs:

Please check all that apply:

- ☐ Risers
- ☐ Podium
- ☐ Coat Rack
- ☐ Tensa Barriers
- ☐ Projector
- ☐ Wireless Mic
- ☐ Registration Check-In

Please indicate what catering service, if any, you intend to use for the above event:

Ohio University Catering Off Campus Services*
Served Buffet

***If utilizing an off campus caterer, a catering exemption must be submitted to and approved by Ohio University Catering (740-593-4035) along with a temporary food permit to EHS.**

Is this an annual reoccurring event? ☐ Yes, for _____ yrs. ☐ No

Will tickets be sold for this event? ☐ Yes ☐ No

Note: Events geared toward the specific weekend population (i.e. parents, sibs, moms, dads, alumni) will be given priority approval.

Parents Weekend: September 23-25, 2022	*Due: July 25, 2022*
Dad's Weekend: November 4-6, 2022	*Due: September 23, 2022*
Sib's Weekend: February 3-5, 2023	*Due: November 18, 2022*
Mom's Weekend: March 30-April 1, 2023	*Due: January 27, 2023*

☐ Check here if, due to a contractual agreement, you require a response by ___/___/_____.

OFFICE USE ONLY: DATE RECEIVED: ___/___/_____ TIME: _____ INITIALS: _____