

Washington State University and Everett University Center Meeting/Event Request Form

Meeting/event Name

Requestor's Name

Requestor's E-mail

Requestor's phone #

Contact person during meeting/event

Meeting/event date

Start time

End time

Number of attendees

Will Video Conference be needed?

Yes

No

Will a Conference call phone be needed?

Yes

No

Will you need any of the following?

Document Camera

DVD Player

Wireless Remote

Instructor Podium

Technician on duty during meeting/
event (additional charge may apply)

Additional Information: Include any special room set up, additional technical needs, ada requests