

The Jack Morton Auditorium Media & Public Affairs Building Reservation Request Form

Event Date: _____ Event Time: _____ to _____

Event Title: _____

CLIENT INFORMATION:

Your Name: _____ Secondary Contact: _____

Organization / Department: _____

Billing Address:

Phone Number: _____ Fax Number: _____

E-Mail Address: _____ Website: _____

Where did you hear about the Jack Morton Auditorium? _____

EVENT INFORMATION:

Please check venue(s) desired for rental:

- Jack Morton Auditorium
- 1st Floor Lobby (for registration / media check-in only)
- 2nd Floor Art Gallery Lobby (for receptions and coffee breaks)

Number of guests attending: _____

Will President Knapp be invited to attend? Yes No

If so, has he confirmed attendance? Yes No

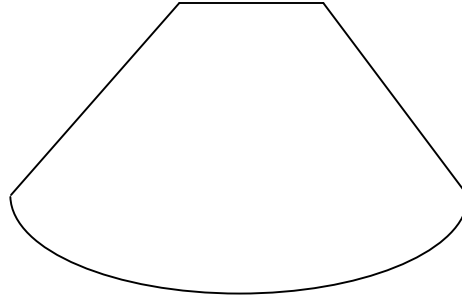
Is your event open to the public? Yes No

Please provide a thorough description of your event:

Will your event require specific set-up? Yes No

If yes, please complete the diagram below, indicating desired set-up style, including tables and chairs needed for speakers, guests, and/or catering; and podium, tables, and chairs for guest speakers.

STAGE*



Audience

Key: Table X Chair ■ Lectern

* If you will be using PowerPoint, please provide advance copies of presentations or slides

Does your event require **audio** or **visual** support? Yes No

If yes, please provide a detailed list of your requests. Attach additional pages, if necessary:

Contact for all technical needs: _____

Phone: _____ Email: _____

All technical needs must be communicated in advance. The person listed above will be contacted by the Technical Manager, who will determine Audio/Visual fees. Last-minute requests may not be possible or may incur additional charges.

Will food or drink be served? Yes No

(Please note: food may only be served in the 2nd Floor Lobby. **Food or drink is not permitted in the Jack Morton Auditorium.**)

It is the responsibility of the client to arrange for and pay all catering fees through GWU Colonial Catering at (202) 994-7472 or Catering Solutions at (202) 775-8367. You may also bring in your own caterer.

Method of Payment (Select One):

<input type="checkbox"/> Attached Deposit Check _____
<input type="checkbox"/> Visa / Mastercard _____ Exp. _____ / _____
For GW Departments only:
<input type="checkbox"/> Journal Entry. Please provide Six-Digit Oracle Banner #: _____

PLEASE NOTE:

Submission of this form does not constitute a reservation. The scheduling office will provide staff authorization via email or fax once your request has been reviewed. Requests that are not complete will not be processed. For Jack Morton Auditorium requests, a contract will be issued.

**Please send your reservation form and supporting information to:
MPA Building Scheduling Office, Fax (202) 994-7971.**