

## Room Request Form

|                           |                             |               |
|---------------------------|-----------------------------|---------------|
| Name of Contact Person:   |                             | Today's Date: |
| Phone #:                  | Email:                      |               |
| College/Division:         | Department:                 |               |
| Check if course / enter # | Name of Course or Activity: |               |

## Activity Dates & Times

| Date              | Prep Time | Start Time - End Time | Cleanup Time * | Number of Attendees | Food (Y/N) |
|-------------------|-----------|-----------------------|----------------|---------------------|------------|
| (sample) 08/16/19 | 3:45pm    | 4:00pm - 6:00pm       | 5:45pm         | 100                 | Y          |
|                   |           |                       |                |                     |            |
|                   |           |                       |                |                     |            |
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|                   |           |                       |                |                     |            |
|                   |           |                       |                |                     |            |

Use page 2 for additional dates.

## Room Requirements:

All Classroom Services supported rooms are equipped with:

- A networked computer with MS Office, Zoom, Teams, Panopto and other supported software.
- A presentation display.
- A camera and microphone for lecture capture or remote collaboration.

Other Presentation Needs:

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Will your class / event be?:

**Local:**     **All presenters and attendees are on campus.**  
AV in rooms is self-service. For support at meeting time, call AV at (718) 270-1215.

**Streamed:**     **All presenters and attendees are on campus with a live one-way stream**  
Contact New Media Services for streaming support. Call: (718) 270-7550.

**Virtual:**     **All presenters and attendees are remote.**  
You may not need a room on campus. Consult AV at (718) 270-1215 before booking.

**Hybrid:**     **Presenters and attendees are BOTH local and remote.**  
You must assign a moderator from your team to manage the online experience for presenters and participants. For help with Zoom [click here](#) or call (718) 270-1215.



## Additional Dates & Times

rev 5/11/22 VC&CB