

**Emory School of Law
Room Reservation/Special Event Request Form**

Today's Date: _____
Name of Event: _____
Name of Organization: _____
Contact Person: _____
Contact Phone: _____
Contact Email: _____
SmartKey: _____
Date of Event: _____
Day of Week of Event: _____
Estimated # of Guests: _____
Start Time: _____ a.m./p.m. End Time: _____ a.m./p.m.
Room Reserved: _____
Event Confirmation #: _____

Emory University Alcohol policy applies to all events (<https://policies.emory.edu/8.8>).

Event requestors are responsible for catering and related staff.

Special Furniture Needs: _____

Notes: _____

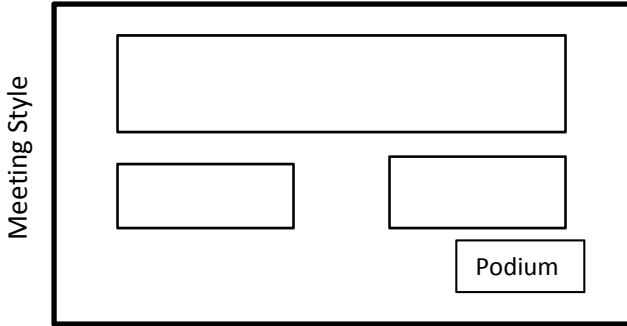
Approved by: _____ Date: _____

Please fill out a room setup diagram for on next page

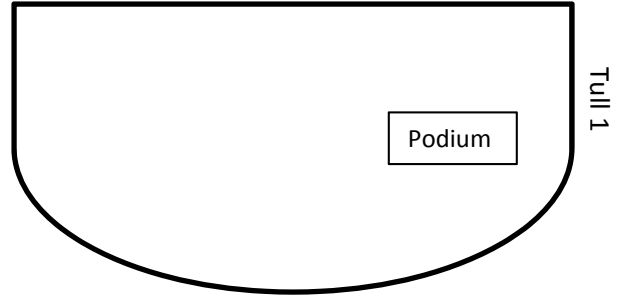
Room Set Ups

G575 Max 50

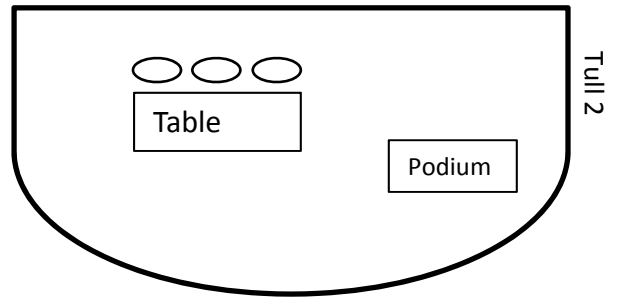
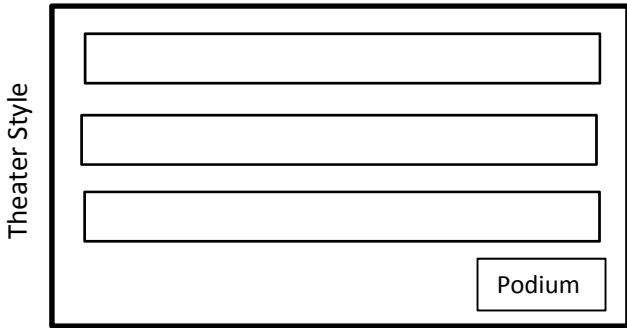
Doors



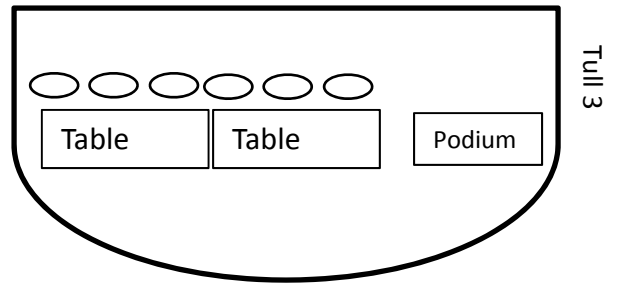
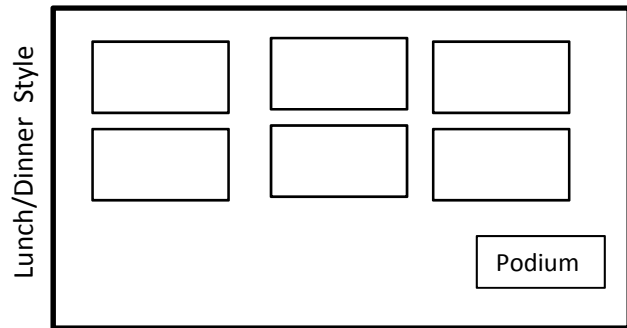
Tull Auditorium Max 310



Doors

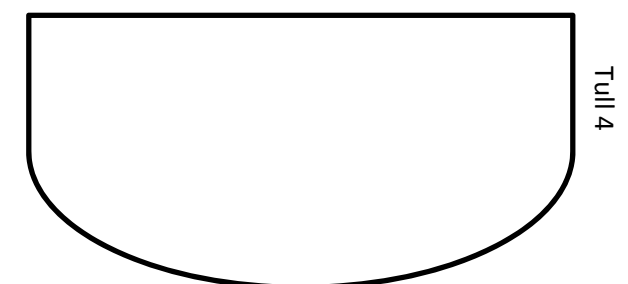


Doors



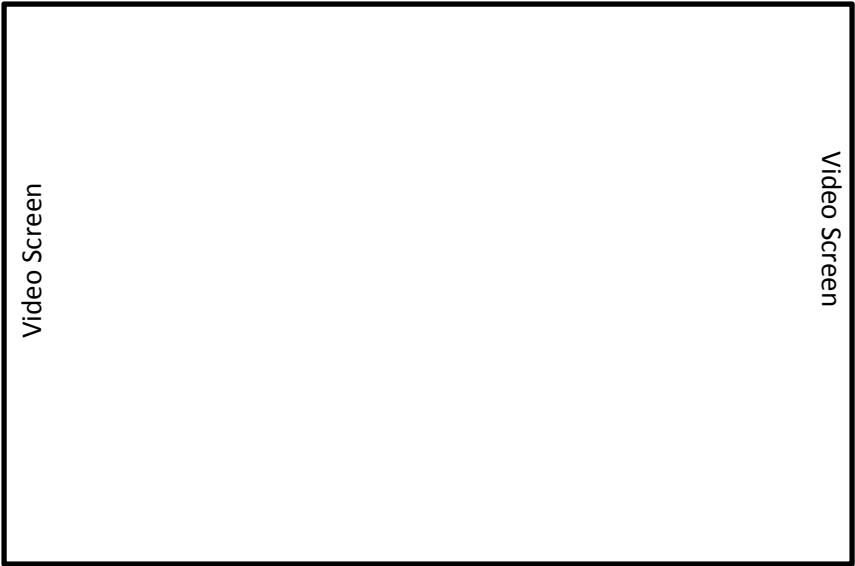
Design Your Own

Doors



Room Set Ups

Hunter Atrium Max 200



Tull Auditorium

Student Commons

