

GGSE ROOM REQUEST

Today's Date:
Requested by:
Department:
Phone:
Email:

- 1.) Event? (example: "Dissertation Defense") _____
- 2.) Date Needed: _____ (if multiple dates for same event, please list).
- 3.) Begin and End Times: _____
- 4.) Minimum Room Capacity? _____
- 5.) Preferred Room (if any)? _____
- 6.) Is this for a one-time class space?
If so, include course number, with section/s, and Instructor's name: _____

EMAIL YOUR ROOM REQUEST TO AMY MEREDITH: amyh@education.ucsb.edu

**** No attachments please, copy and paste the above info directly into your email.***

CONFIRMATIONS

Are emailed to you. If it is not possible to schedule your event, you'll be notified.
Please allow two days for processing. Reservations are on a first-come, first-serve basis.

****Do NOT include the following information when emailing your request.***

TECHNOLOGY NEEDS: All class/seminar/lab rooms in the ED building are supplied with computers and projectors, plus laptop and network access - many classrooms have additional technology (DocCam, VCR/DVD, CopyCam, HuddleBoards, second projector, etc.) See ITG's Wiki page for individual room details.

If you have a specific need for software, group access, group folders, etc. please email:

help@education.ucsb.edu

Use the Subject: ***Classroom Request***.

***IF YOU NEED ADDITIONAL "LOANER" EQUIPMENT, CALL YOUR HOME DEPARTMENT TO ASK ABOUT AVAILABILITY:**

TEP: 893-2084 (Ashley)
CCSP: 893-3375 (Christina)
Education: 893-4515 (Trish)