

UCLA Electrical Engineering

Shannon Room Request

Date: _____

Please refer to the [guidelines](#) of the Shannon Room before filling out this request.

Refreshments are NOT allowed inside this conference room.

REQUESTER'S NAME & DEPARTMENT	
What is the date of your event?	
What time is the event?	
How many attendees are expected?	
Who will be hosting the event? (Company or group making presentation)	
Who will be responsible for the conference room during the event? (Department Representative)	
What is the nature of the event? (infosession, seminar)	
Will there be refreshments provided?	
What is the reason that this event cannot be held in one of the other rooms?	

For department use only:

Departmental Approval

Date