



Instructions: To request a room or equipment reservation, please complete this form and **submit to Angela Pajur via email: AngelaPajur@LivingstonESA.org**
If you have any questions, please contact Angela Pajur. **Direct Dial: 517-546-5550 or Email: AngelaPajur@LivingstonESA.org**

*In the sections below, * Denotes a required field.*

SECTION I: Event Demographics

Today's Date:	_____ *	Booked By:	_____
Organization Name:	_____ *	Email Address:	_____ *
Organization Address:	_____	Contact Number:	_____
Bill To:	_____	PO Number:	_____
Event Title:	_____ *		
Event Description	_____		
Event Date(s):	_____ *		

SECTION II: Room Selection & Scheduling

<input type="checkbox"/> Brighton Room (seats up to 10)	<input type="checkbox"/> Leadership A (seats up to 25)
<input type="checkbox"/> Collaboration Center (seats up to 24)	<input type="checkbox"/> Leadership B (seats up to 30)
<input type="checkbox"/> Hartland Room (please call for availability)	<input type="checkbox"/> Leadership C (seats up to 40)
<input type="checkbox"/> Howell Room (seats up to 16)	<input type="checkbox"/> Leadership A, B & C (seats up to 100)
<input type="checkbox"/> Innovation Center (please call for availability)	
Event Start Time: _____ *	Event End Time: _____ *
Setup Start Time: _____	Breakdown End Time: _____
Number of Attendees: _____ *	

SECTION III: Service Requests

<input type="checkbox"/> Event Setup _____ <i>Describe</i>
<input type="checkbox"/> Food Service _____ <i>Describe</i>
<input type="checkbox"/> Audio / Visual / Technology _____ <i>Describe</i>

SECTION IV: Event Visibility

Upon request, the Livingston ESA will display information regarding your meeting/conference on our website; please indicate whether or not you would like your meeting/conference information displayed on our website below:

Yes No