

Graduate Student Room Request Form

Name of Student:

Reason for Room Request (circle one):	Presentation Practice	Committee Meeting
	2 nd Year Research Progress Exam	Research Proposal Oral Defense
	MS Thesis Defense	PhD Dissertation Defense

Date Room Needed:

Time Range Room Needed:	Note: A minimum of 2 hours should be scheduled for any Exam or Defense
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Estimated number of attendees:

Does the event need to be announced via posters within the Department?	Yes	No	Note: Required for MS and PhD Defenses
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Information needed for poster: Needed at least 1 week prior to the event.

Title:

Name as you want it to appear on poster:

Time (if different than the time range given above):

Date form received by Shontae:

Room Assignment:

Additional Notes: