

## **Booking Faculty Resources (Laptops/Projectors/Boardrooms)**

To book a faculty resource(s) for one-time events, please fill out the form below.

**Note: We require a minimum of one business day notice to reserve equipment or media.  
We cannot guarantee that last minute requests will be accommodated.**

**NAME OF REQUESTOR:** \_\_\_\_\_

**NAME OF EVENT/MEETING:** \_\_\_\_\_

**DATE(S) OF EVENT:** \_\_\_\_\_

**START TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

**# OF ATTENDEES (for room size):** \_\_\_\_\_

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**I WILL REQUIRE THE FOLLOWING RESOURCE(S):**

**LAPTOP(S)** **QTY:** \_\_\_\_\_

**LAPTOP WITH SPSS SOFTWARE**

**PROJECTOR(S)** **QTY:** \_\_\_\_\_

**BOARDROOM – 410A TIER**

**BOARDROOM – 500F**

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*If you would like other attendees to be included in the Outlook calendar invite, please list their first and last names and/or e-mail addresses (if external to UofM) in the Additional Instructions/Comments field below.*

*You can also list additional dates and times in the field below.*

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**ADDITIONAL INSTRUCTIONS/COMMENTS:**

*Completed forms should be sent to the Faculty of Social Work General Inbox – [socialwk@umanitoba.ca](mailto:socialwk@umanitoba.ca)*