

**Event Reservation Form**

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Today's Date:	Organization:	
Title of Event:		Expected Attendance:
Contact Name:	Title:	
E-Mail:	Phone:	Cell:
Mailing Address:		
City:	State:	Zip Code:
Event date(s):	Start Time:	End Time:

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**Type of Space (s):**

Conference Room  Boardroom  Classroom  Auditorium  Banquet Room  Kitchen   
Event type and guest numbers will determine which rooms are best suited for your specific needs.  
Room reservations will be decided after consultation with Events Coordinator.

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**Space Setup:**

Classroom  Banquet w/Round Tables  Square  U-Shaped

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**Audiovisual:** All spaces offer complimentary audiovisual (A/V) equipment including monitors, projectors, computers and wireless internet connection as a part of the rental fee. Some spaces offer video and teleconferencing capabilities. Please check additional A/V needs from the list below.

Will you bring your own laptop? Yes  No  If yes, Mac:  or PC:

If no, what type of provided laptop is preferred? Mac:  or PC:

Will you require additional power outlets?  If yes, how many?

Audio Conference:  Audio Conference Preference (WebEx, GoToMeeting, etc.):

Video Conference:  Video Conference Preference (Zoom, Polycom, Skype, etc.):

Additional Items: Podium  Projector  Document Camera  Mobile PA System

Microphone: Lapel  How many? Hand-held  How many?

Flip Chart Easels  How many?

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**Catering:** Will you use a caterer for your event? Yes  No  **Please Note:** Clients must contact one of KSU's preferred caterers directly for catering needs from this approved list [www.olathe.k-state.edu/events](http://www.olathe.k-state.edu/events)

Name of Catering Company:

Delivery Time:

**Beverages:** Can be purchased from KSU for \$1.50 each. Indicate selections below. Beverages will be replenished during event. Coffee sold in increments of 10 cups. Charges are based on consumption and reflected on final invoice.

Assorted Sodas  Bottled Water  Iced Tea  Coffee  Decaf Coffee  Hot Tea

Water Pitcher Service  (Complimentary water service with additional beverage purchase.)

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Please return completed form via e-mail to the address below. We appreciate the opportunity to serve you!

Mary Partridge, Events Coordinator | K-State Olathe | 22201 W. Innovation Drive, Olathe, KS 66061  
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