

## BLACK STUDENT ACHIEVEMENT RESERVATION REQUEST FORM

**ALL SECTIONS MUST BE COMPLETED!** Please return completed form to the office of Black Student Achievement in Suite 300, Student Center East or email to [blackstudentachieve@gsu.edu](mailto:blackstudentachieve@gsu.edu)

Today's Date: \_\_\_\_\_

**Organization Contact Information:**

Student Group \_\_\_\_\_ Faculty/Staff \_\_\_\_\_

Organization/Group: \_\_\_\_\_

Organization Group Advisor: \_\_\_\_\_

Name/Title	Phone	E-mail
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Contact Person: \_\_\_\_\_

Name/Title	Phone	E-mail
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**Event Details:**

Event Date (s): \_\_\_\_\_ Recurring Events:    Yes    No    If yes, list dates: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Set-Up Time Needed: \_\_\_\_\_ (If different than start time requested)

Location:        \_\_\_\_\_ Conference Room (Smart TV) (seating up to 6)    \_\_\_\_\_ Student Lounge (Smart TV) (seating up to 25)

Event Title: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Description:  
\_\_\_\_\_  
\_\_\_\_\_

Event Sponsors: \_\_\_\_\_

Catering:    Yes    No    If Yes, please contact Sodexho at **(404)-413-9601** **\*\*\*Due to Contractual Obligations, all catering for THE STUDENT CENTER must be made through Sodexho's "Flavours Catering"\*\*\***

Signature of Organization/Group Representative	Date
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For questions regarding a reservation, please contact the office of Black Student Achievement at 404-413-1530, e-mail at [blackstudentachieve@gsu.edu](mailto:blackstudentachieve@gsu.edu), or visit Suite 300 in the Student Center East. Office Hours: Monday through Friday 8:30 a.m. – 5:15 p.m.

**For Office Use Only:**

Date Received: _____	Space Granted:    Yes    No
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