

Texas Woman's University
External Group – Reservation Request Form

Thank you for your interest in Texas Woman's University! Upon receipt of the request form, Conference Services will respond with an estimate of costs and appropriate booking documents. Your event is not confirmed until all booking documents are signed and deposit paid.

Date of Event: _____ **Event Name:** _____

Set Up/Decorating Time (optional): _____ **Actual Event Time:** _____

Breakdown Time (optional): _____ **Estimated Attendance:** _____

Primary Contact Information: Name: _____

Phone: _____ Email: _____

Address: _____

Hosting Organization Name (optional): _____

Please select any that apply: TWU Alumni Non-profit or tax exempt organization Veteran

Secondary Contact Information: Name: _____

Phone: _____ Email: _____

Building: _____ **Room(s):** _____

Caterer Selection: Aramark (TWU Catering) Other: _____ Food will not be served

*Please refer to catering policy for Hubbard Hall & the Student Union.

Will alcohol be served? Yes No **Will cash be exchanged at the event?** Yes No

Technology Packages (prices vary depending on room selected):

Podium & Microphones Screen/Projector

On-site technology staff to assist you during your event - \$20/hour

Comments or Special Requests: