



To request a room or equipment reservation, please complete the form below; if you have any questions, please contact Angela Pajur: **Direct Dial:** 517-546-5550 **Email:** angelapajur@livingstonesa.org

*In the sections below, * Denotes a required field.*

SECTION I: Event Demographics

Today's Date: _____ * Booked By: _____

Organization Name: _____ * Email Address: _____ *

Organization Address: _____ Contact Number: _____

Bill To: _____ PO Number: _____

Event Title: _____ *

Event Description: _____

Event Date(s): _____ *

SECTION II: Room Selection & Scheduling

<input type="checkbox"/> Brighton Room (seats up to 10)	<input type="checkbox"/> Leadership A (seats up to 25)
<input type="checkbox"/> Collaboration Center (seats up to 24)	<input type="checkbox"/> Leadership B (seats up to 35)
<input type="checkbox"/> Hartland Room (please call for availability)	<input type="checkbox"/> Leadership C (seats up to 40)
<input type="checkbox"/> Howell Room (seats up to 16)	<input type="checkbox"/> Leadership A, B & C (seats up to 100)
<input type="checkbox"/> Innovation Center (please call for availability)	

Event Start Time: _____ * Event End Time: _____ *

Setup Start Time: _____ Breakdown End Time: _____

Number of Attendees: _____ *

SECTION III: Service Requests

Event Setup _____
Describe

Food Service _____
Describe

Audio / Visual / Technology _____
Describe

SECTION IV: Event Visibility

Upon request, LESA will display information regarding your meeting/conference on our website; please select:

Yes No