



Instructions: To request a room or equipment reservation, please complete this form and submit to Merribeth Tognetti via email: MerribethTognetti@LivingstonESA.org

If you have any questions, please contact Merribeth Tognetti **Direct Dial:** 517-546-5550 or **Email:** MerribethTognetti@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 30)
<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

<input type="checkbox"/> Event Setup _____ <i>Describe</i>
<input type="checkbox"/> Food Service _____ <i>Describe</i>
<input type="checkbox"/> Audio / Visual / Technology _____ <i>Describe</i>

SECTION IV: Event Visibility

Upon request, the Livingston ESA will display information regarding your meeting/conference on our website; please indicate whether or not you would like your meeting/conference information displayed on our website below:

Yes No