

Donald L. Houston Center Room Reservation Request – Online Submission

Please fill out form completely and return. A CAPSO staff member will contact you to assist you with your event needs.

- 1) **ONLINE:** See online form on web: <http://eventplanning.tamu.edu>
- 2) **FAX:** 979-845-6407
- 3) **EMAIL:** capso@tamu.edu
- 4) **DIRECT/CAMPUS MAIL:** Continuing and Professional Studies Office (CAPSO)
4460 TAMU
College Station, Texas 77843-4460

Client Information

Today's Date*: _____

Organization*: _____

Contact Person*: _____ Email*: _____

Addr1*: _____

Addr2: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone*: _____ - _____ - _____ FAX: _____ - _____ - _____

Contact during Event: _____ Cell: _____ - _____ - _____

(If unknown at time of form submission, please provide on 1st day of event.)

Event Information

Event Name: _____

Event Type*: _____

Expected Attendance*: _____ Date(s) of Event*: _____

Start Time of Event: _____ End Time of Event: _____

Room(s): Executive Conference Room Auditorium

Room Set-up*: _____

AV Equipment: _____

Catering: _____

Special Requirements: _____

*Required