



# Request for ROOM BOOKING

*Requests must be made at least five (5) business days in advance*

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

Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Key (if required) will be picked up from Security by: \_\_\_\_\_

Name & Description of Event: (*eg: meeting, presentation*) \_\_\_\_\_

Name & Description of Event: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Day of Week: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

Room preference: #1 \_\_\_\_\_

Room preference: #2 \_\_\_\_\_

Room preference: #3 \_\_\_\_\_

Special Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Email completed form to [sardc-general@rdc.ab.ca](mailto:sardc-general@rdc.ab.ca)**