**Please note that this is a booking request, all bookings will be confirmed by return e-mail -**

|  |  |
| --- | --- |
| Title Of Your Booking |  |
|  |
| Event Details *E.g. Teaching, simulation* |  |
|  |
| Date Required |  |
|  |
| Please put 3 other preferences if your required date isn’t available | *Preference 1* | *Preference 2* | *Preference 3*  |
|  |  |  |
|  |
| Time | *Start Time* |  | *Finish Time* |  |
|  |
| Maximum number of people attending  |  |
|  |
| Room layout(Please mark ‘X’) | *Boardroom* | *Rows* | *Horse shoe* | *Other* |
|  |  |  |  |
|  |
| Equipment (Please mark an ‘X’ in the equipment boxes you require) | *Table(s)* | *Speakers* | *Laptop* | *Microphone* |
|  |  |  |  |
| *Flipchart* | *Projector* | *Other (Please comment if you require)* |
|  |  |  |
|  |
| Notes (Anything else we should know) |
|  |
| Your Contact Details  |
| Name |  |
| Email |  |
| Department |  |
| Tel/Bleep Number  |  |