

# ROOM RESERVATION REQUEST FORM

**THIS FORM MUST BE TYPED & EMAILED (FOR NON-STUDIOS ONLY)** Last Updated: 04/25/17

This form MUST be submitted one week (5 business days) prior to the day of the event room is required for. Please print and ensure your contact information is correct. You may be contacted to resolve a room conflict. You will receive an e-mail confirmation that your request has been accepted. Please attach this form in an e-mail to [\\_AICASFROOMRES@aii.edu](mailto:_AICASFROOMRES@aii.edu) **If you do not need to book a room then follow procedure at bottom of form.**

YOUR NAME  STUDENT ID

YOUR EMAIL  PHONE  PROGRAM

**USAGE TYPE**      CASTING CALL      AUDITION      VIDEO/PHOTO SHOOT      FITTING

<b>ROOM REQUEST</b>	<b>BUILDING: 10 UN PLAZA</b>
1ST CHOICE	<input type="text"/>
2ND CHOICE	<input type="text"/>
<b>FACILITIES REQUEST</b>	
CHAIRS	<input type="text"/>
TABLES	<input type="text"/>

<b>PROJECT DATE</b>	
START DATE	<input type="text"/>
END DATE	<input type="text"/>
START TIME	<input type="text"/> : <input type="text"/>
END TIME	<input type="text"/> : <input type="text"/>

<b>SECURITY CLEARANCE</b>	ARRIVAL DATE <input type="text"/>	ARRIVAL TIME <input type="text"/> : <input type="text"/>
<p>If you know all of your guests when you book the room, enter their names in the box, seperated by commas.</p> <p><b>(YOU WILL FORFEIT YOUR ROOM RESERVATION IF YOU DO NOT PROVIDE YOUR GUEST LIST WITHIN 24 HOURS OF THE APPROVED DATE)</b></p>	<input style="width: 100%; height: 150px;" type="text"/>	

**FOR GUESTS ONLY OR TO CHANGE EXISTING!**

## FOLLOW THE BELOW PROCEDURE

· AP/DFVP/Photo student guests:  
For GUEST clearance, or to change an existing guest request 24-hours+ in advance [M-F], contact student worker Bernard Capistrano for **AUDIO** or **DFVP** [capistrano.bernard@gmail.com](mailto:capistrano.bernard@gmail.com) and Todd Robinson for **DPH** [todrobinson@aii.edu](mailto:todrobinson@aii.edu)  
Additionally make sure to copy [aicasfitcomm@gmail.com](mailto:aicasfitcomm@gmail.com) on ALL of these guest requests (Bernard will confirm every 24 hours)

· All NON - AP/DFVP/Photo Students: To place a Guest only request, or to change an existing Guest request, 24-hours or more in advance of their arrival [M-F], e-mail Cecilia Ng : [cng@aii.edu](mailto:cng@aii.edu)