

MEETING ROOM/CALENDAR REQUEST PROCEDURES

When you send an email or call to request a room, please include the following information:

- Name of Event to be displayed.
- Contact information-Name, phone number, email if different from requester. Note that by requesting a room you are giving your permission for your contact information to be displayed on the website and on printed materials
- Date of meeting event.
- Is it recurring? If so, please give frequency. (Ex. Every 2nd Monday, every other Tuesday).
- If recurring, does it have a stop date or exceptions? (Ex. Many people adjust their regular meeting schedules in December).
- Beginning and ending times.
- Setup and tear down times (These are separate from the above).
- Do you want it to appear on the UUCA WEB calendar? **Default is no.**
- If yes, event description that you would like to appear on the calendar.
- Do you need to reserve equipment? Projector #1(ST), Projector #2, Screen, TV 23 Ed, TV JH, TV SH. Laptop/Mouse, Digital Camera.
- For reservations contact Tish Murphy via email at information@uuasheville.org or call 254-6001 X 200.
- If the meeting is RE related contact Kim Collins via email at lrec@uuasheville.org or call 254-6001 X 206.