

Process for Booking Room at Wharton ESC

1. Contact receptionist at 979-532-3612 to determine if room is available on the date or dates you wish to reserve it.
2. Specify which room you wish to book and the number you anticipate will attend.
3. Specify how you want the room set up.
4. On the day before your reservation, call the receptionist to confirm the number of participants attending.
5. Tea and coffee will be provided. However, it is the responsibility of the person booking the room to provide snacks or other refreshments.
6. Supply boxes are available but must be requested at the time of the booking. It is expected that they will be returned in the same condition that they were provided.
7. Requests must be submitted **at least 5 working days prior** to your workshop.

Please complete the following information:

Today's date: _____

Name of person reserving room: _____

Cell phone number of person making request: _____

Circle room you are reserving: **Board Room** or **Conference Room**

Title of Workshop: _____

Time of Workshop: _____

Number of participants expected: _____

Will supply boxes be needed? _____

Do you need technology set-up? _____ If so, describe:

Describe how you want tables set up:

Fax to 979-532-6228