Online Event/Room Request Instructions


2. Select the correct request form by clicking on the drop down.

3. Fill out your contact information then click on “Add Meeting”
4. Enter your meeting details and click on “Add Meeting”

5. Select your created meeting and click on “Request Rooms”. In the pop up window select an available room and click “OK”. *Note that you will not be able to submit your request without requesting a room*

6. Click on “Submit”. If you’ve missed any required fields (marked with *) you will not be able to submit your request.