Meeting Room Request Form

This **meeting room request form** sample provides a comprehensive template to streamline conference planning and ensure all necessary details are captured efficiently. Designed for clarity and ease of use, it helps organizers specify room requirements, equipment needs, and attendee information. Utilizing this form enhances scheduling accuracy and facilitates smooth event coordination.

1. Organizer Information

Organizer Name:

Email Address:

Phone Number:

2. Meeting Details

Meeting / Conference Title:

Date:

Start Time:

End Time:

3. Room Requirements

Preferred Room (if any):

Room Layout:

-- Select --

Expected Number of Attendees:

4. Equipment & Services Needed

☐ Projector

☐ Screen

☐ Microphone

☐ Whiteboard

☐ Video Conferencing

☐ Sound System

☐ WiFi

☐ Other

If other, please specify:

5. Additional Requests or Comments

Please specify any special requirements or comments:

Submit Request