

Conference Room Reservation Form

Use this **conference room reservation form** sample to efficiently book your meeting space while specifying meal preferences. It streamlines the process, ensuring all attendees' dietary needs are accommodated. Simplify event planning with a clear and organized reservation system.

Organizer Name:

Organizer Email:

Department/Team:

Reservation Date:

Start Time:

End Time:

Preferred Room:

--Choose a Room--

Specify other room (if applicable)

Number of Attendees:

Meal Preferences

☐ Regular

☐ Vegetarian

☐ Vegan

☐ Gluten-Free

☐ Halal

☐ Kosher

☐ Other

If 'Other' or specific allergies/preferences, please specify:

Additional Requirements

e.g. AV equipment, special room setup, etc.

Reserve Conference Room