



TV Booking Request Form

Concordia students who wish to book the TV for an event of any kind (e.g., club meeting, movie night, gaming, event, etc.) must:

1. Complete all information requested below.
2. Obtain approval from the CSA VP Internal (CSA Office, A207A).

Forms must be submitted to VP Internal a minimum of 5 BUSINESS DAYS prior to the event.

Date Requested: _____

Event Organizer/Club/Union: _____

Event Name: _____

Event Date: _____

If the event is reoccurring: Daily Weekly Monthly

End Date: _____

Start Time: _____ End Time: _____

Event Location: _____

Purpose of the event: _____

Contact Name: _____ Contact Phone #: _____

Contact Email: _____

Approval (CSA VP Internal): _____

Signature

Date

Please note the CSA reserves the right to change or cancel reservations at anytime.