

PRESENTATION RESERVATION FORM

Please complete this form with the required information and return to Jessica Caron in the career services office at jessica.caron@vaughn.edu. Contact Person will be notified when the arrangements are complete.

Maintenance, custodial, and security service needs are available and will be determined by the director of career services and the manager of institutional events.

Please provide 7 business days' notice for reservation.

Date Submitted:

Organization:

Contact Person:

Contact Phone/ E-mail:

PRESENTATION INFORMATION

It is encouraged presenters provide marketing material for career services to advertise event to the Vaughn community. In the event this is not an option, career services will develop marketing material for publicizing your visit. Marketing materials can be submitted with reservation form, or otherwise must be submitted with adequate lead time.

TOPIC: _____

PRESENTER (if different from Contact Person): _____

DATE/TIME: _____

Will you be providing your own marketing material to publicize event? _____

Additional comments/ special requests needed for presentation:

Return completed form to Jessica Caron, director of career services at jessica.caron@vaughn.edu. Forms must be submitted no later than one week in advance of reservation date.

For questions or additional assistance, contact Jessica by phone at 718.429.6600 ext. 148.