

**REQUEST FOR ROOM AND BOARD
TEXAS TECH UNIVERISTY
DEPARTMENT OF HOUSING AND RESIDENCE LIFE**

Please provide the following information by filling in the space provided or checking the appropriate box.

Name of Group _____ Date of Request _____
 Address _____
 Sponsoring Department _____
 Contact _____

Dates of Conference

Check-in: Date _____ Check-out: Date _____
 Time _____ a.m./p.m. Time _____ a.m./p.m.

Residential Group Information

Total Housing: Males _____ Females _____ Couples _____ Age of Attendees _____
 Other Information _____

Occupancy and Linen Service

Occupancy: Single Double
 Linen Services: Bed and Bath Bed Only None

Residential Dining Services

First Meal: Date _____ Last Meal: Date _____
 Breakfast Lunch Dinner Breakfast Lunch Dinner
 Receptions, Banquet, etc. _____
 Meals to be excluded _____

Commuter Group Information (Housing Not Included)

Total Commuter: Males _____ Females _____
 Other Information _____
 Commuter Dining Services
 First Meal: Date _____ Last Meal: Date _____
 Breakfast Lunch Dinner Breakfast Lunch Dinner
 Receptions, Banquet, etc. _____
 Meals to excluded _____

Confirmation of residence hall assignment will not be made until two weeks prior to the conference. Due to the variation in estimated attendance and actual arrivals, some change in assignments may be necessary. The Department of Housing and Residence Life will keep the contact fully informed of necessary changes. All arrangements for residence hall facilities must be made through:

Set Up and Space Needed

Please list any set up or space needed:

Please list any special requests:

Chris Leisinger
Manager for Conference Services
Housing and Residence Life
Texas Tech University
PO Box 41141
Lubbock, Texas 79409
Phone: 806.742.1455 ext 276
Fax: 806.742.0149
E-Mail: chris.leisinger@ttu.edu

Signature of Conference Agent