

## Classroom Request Form for Course-Related Event.

*The Registrar's office will make every effort to respond to your classroom request within 48 hours. If this is a room request that must be met within 48 hours, please call Susan Salvato at 617-496-4565 or salvato@law.harvard.edu.*

Course Title:

Course #:

Faculty Name:

Contact Phone:

Faculty Assistant:

Contact E-Mail:

*Enter complete email address.*

Classroom Type:   
*Please Select One.* Additional Meeting Time  
Room Move

Date Room Needed:

Start Time:

Student Enrollment:

End Time:

Required Technology:

*If your course will require technology, you should contact Media Services once your room request has been approved.*

**Please provide two room preferences.**

Room/Space Preference:

- 1
- 2
- 3 Let us choose a room for you.
- 4 If two room preferences are not available please disregard request.

Instructions/Comments: