

OSU Portland Center

707 SW Washington St, Suite 500
Portland OR 97205-3522

Direct (503) 241-9333 Toll free (866) 218-8930 Fax (503) 553-3454

Name of Event: _____ Organization/Department _____

Date: _____ Time: _____ # of people expected: _____

Main Contact: _____ Phone #: _____ Email: _____

Onsite Coordinator (with way to contact): _____

Description of Event: _____

Portland Center

Contact Name: Jenn Garcia	Phone #: 503-553-3400	Email: Jennifer.garcia@oregonstate.edu
Room (s) Needed (circle/bold)	Board Room / Conference Room / Lobby / Office California Room / Oregon Room (9 th Floor UBOC Building)	
Setup Begins:	Clean Up Begins:	Estimated Completed Time:

Food / Beverages (see beverage request form for In-House beverage options)

Caterer/In-House <small>Contact name & number</small>	Menu	Delivery/Set Up <small>Date & Time</small>	Equipment Pick Up <small>Date & Time</small>

Audio/Video Needs

Yes No

Audio/Video Needs	Yes	No	
Video Conferencing (Board Room)	y	n	IP: 140.211.18.53
Internet access	y	n	
OSU Network access	y	n	
OSUF Network access	y	n	
Projector and screen	y	n	
Telephone conferencing	y	n	Phone #
Music (bringing own CD – or request type)	y	n	

Other needs: (Please be specific)