

Dean of Science

Poster Board Booking Form

Name:

Department:

Contact Information:

Event:

Location:

Date Required:

Time Required*:

Return Date:

Return Time**:

FM work order:

To be arranged by DOS

Notes:

**Please note here the time your event will be starting so that I can judge when you'll need them.*

Eg. Morning 9am, delivery would be day prior. Monday morning 9am would be delivery on previous Friday.

***Please note the time your event will end so that pick-up can be arranged accordingly.*

Eg. Evening will be picked up next day, Friday evening will be picked up Monday morning.

Weekends will be drop off Friday and pick-up Monday