

# **PUBLIC AFFAIRS AND GENERAL ADMINISTRATION UNIT**

## **BOOKING FORM - CHARLES MENSA CONFERENCE ROOM**

### **TO BE COMPLETED BY PERSONNEL REQUESTING FOR THE FACILITY**

Kindly note that bookings will be actioned within 2 working days. It will be appreciated if bookings are made at least 5 days prior to the event/meeting.

Submit completed forms via email: [chsadministration@ug.edu.gh](mailto:chsadministration@ug.edu.gh) & [chspublicaffairs@ug.edu.gh](mailto:chspublicaffairs@ug.edu.gh)

**Name of Staff:** .....

**Unit/Department:** .....

**Date of Meeting:** .....

**Time:** .....

**Name of Meeting:** .....

**Purpose of Meeting:**  **Official**       **Unofficial**       **Others**.....

**Expected Number of People:** .....

**What facilities would you require:**  **Laptop**     **Projector**     **PA system**

**Telephone No.:** ..... **Email Address:** .....

**Please tick whether**  **New Booking** **or**  **Rebooking**

**Date:** .....

**Signature:** .....

### **OFFICIALS ONLY (CHS ADMINISTRATION)**

**Comments by Officer:**  **Available**     **Not Available**

**Other comments:** .....

**Date:** .....

**Signature:** .....