

Step by step procedure:

1. Fill out attached PDF Function sheet and save the document (so you can attach it to the meeting request in outlook in step 5)

2. Send a meeting request through Outlook to:
Renison Food Services

Tim Farley

Renison Events

Tamara Smits

ren-itrequest@uwaterloo.ca

SUBJECT of outlook meeting request should reflect the event/meeting. EXAMPLE:
[RIO – Conversation Partners holiday event](#)

3. If you require a meeting/event space - remember to invite the room (all rooms are listed in the global address book) Ex. DFL is listed as REN Dunker Family Lounge. To ensure availability, search the room in Outlook before creating the function sheet.

OR

If you require a classroom - confirm with the registrar's office.

4. Book 1 hour prior to event for set-up and 1 hour after for clean-up in the room you have selected. This is to ensure we have proper time to set-up and tear-down.

5. Attach your completed function sheet to the meeting request. If you need to change or modify your function sheet. Please do so and then re-attach to the meeting request.