



THE UNIVERSITY OF GEORGIA

Office of the Registrar

www.reg.uga.edu

Return Instructions

Please email completed form to
classrooms@uga.edu.

UGA Course-related Event Form

Faculty/Staff Contact Person (Last Name, First Name)

Phone Number

Department Affiliation

Email Address

Meeting Title or Purpose

Class(es) Associated with this meeting and CRN

Event Date or Dates

Estimated Attendance

Start Time

End Time

Location Preferences

Room Feature Preferences

Other Information