



Career Center - Reserve a Space

From Lisa M Fisher <lisaf@lsu.edu>

Date Mon 9/8/2025 12:35 PM

To Keana Howard <khowa35@lsu.edu>

Cc Brandy McMills <brandym@lsu.edu>; Jessica L Glasgow <jsand54@lsu.edu>

 1 attachment (192 KB)

Classroom - Tech & Layout Instructions.pdf;

Hi Keana,

Your reservation is confirmed for Thursday, October 30, from 5:30 pm - 6:30 pm in the Career Classroom, room 256J, Student Union.

Please see the attached tech and layout instructions for the classroom. You are welcome to rearrange the furniture, but please reset it to its original classroom layout at the end of your reservation.

If you have food, please make sure all food trash is thrown away in trash cans at the end of your reservation, as well as any paper trash you may have.

If you have any issues accessing the room, please contact our front desk at 225-578-2162, Monday- Friday from 8:00 AM - 4:30 PM. If your reservation is outside of that time, please visit the 2nd-floor information desk near the One Stop for assistance accessing the room.

Warm Regards,

Lisa M Fisher

On-Campus Recruiting Coordinator

LSU Olinde Career Center

Louisiana State University

158 LSU Student Union, Baton Rouge, LA 70803

office 225-578-3127

lisaf@lsu.edu | lsu.edu | lsu.edu/career



From: noreply@formstack.com <noreply@formstack.com>

Sent: Monday, September 8, 2025 1:37 AM

To: Lisa M Fisher <lisaf@lsu.edu>

Subject: Career Center - Reserve a Space



Formstack Submission For: **Career Center - Reserve A Space**

Submitted at 09/08/25 2:37 AM

Requester Name:	Keana Howard
Email Address:	khowa35@lsu.edu
Select your classification::	LSU Student Organization
Name of Department/Student Group/Company:	National Society of Leadership and Success
Phone (xxx) xxx-xxxx:	
Select the space you wish to reserve::	Career Center Classroom
Select the space you wish to reserve: :	
Title of Event:	Orientation
Check all technology you require for your reservation.:	Projectors Speakers
Will the event have catering?:	No
Date Requested:	Oct 30, 2025
Requested Start Time:	05:30 PM
Requested End Time:	06:30 PM

**Additional
Information:****Data Consent:**

I authorize that all information provided on this form, including any and all personal, employment, and academic data may be shared with the LSU Police Department, LSU ITS, the approval authority within your department, and Analytics Partners to facilitate your request. This data will be securely retained indefinitely. To learn more about privacy at LSU, please see the LSU Privacy Statement.

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