Name of Group Meeting:

Please provide the name you would like posted on the meetings list in the lobby upon arrival.

Date(s) Requested:

Number of Attendees:

Arrival Time:

Start Times:

End Time:

Regular Hours of Operation – 8:00 AM to 5:00 PM. Building opens ½ hour prior to start of meeting and closes at 5:15 PM. If additional hours are required, please contact Conference Center staff to arrange, prior to your event.

Planning Contact vs. On Site Contact:
If you are planning the event but will not be on site, please let your planner know who the on-site contact from your organization will be.

Clarify Event Billing:

Purchase Order
Credit Card
Check

Provide Function Room Itinerary for Each Room:
Room start and end times.

Provide General Room Setups for Each Function Room:

- Classroom
- U-Shape
- Pod Clusters of
- Conference
- Theatre
- Rounds of
- Hollow Square
- Other:
Provide Specific Setup Information for Each Function Room:
- Registration Table in/outside of room? If yes, how many tables? How many chairs?

Provide Specific Audio Visual Needs for Each Function Room:
- Flipchart*
- Laser Pointer
- Video Recording
- Wireless Lapel Mic(s)
- Wireless Handheld Mic(s)
- Video Conferencing
- TV
- Unrestricted Phone Line
- Electric
- AV Technician (add. charge)
- Laptop computer
- Speakerphone
- Speakerphone
- LCD Projector
- Easel**
- Screen
- Speakerphone
- Audience Mic(s)
- Tabletop Mic(s)
- Mixer
- Whiteboard
- Podium
- Audio Patch
- CD Player
* A flipchart support with pad and markers for note taking in front of the conference group.
** A freestanding easel for signage, sponsor listings, pictures, etc. for display.

Catering Needs:

AM Break:
Time:
Beverage Refresh:
Time:
Lunch:
Time:
PM Break:
Time:
Dinner:
Time:

Please return completed form to pvkammerer@ship.edu