

Opportunity Conference Room Request Form

1121 Situs Court – Suite 325 – Raleigh, NC 27606

Phone: 919-990-9559 / Fax: 919-990-9518

Contact Information

Name: _____
Day of Contact: _____
Organization: _____
Address: _____
Phone: _____
Email: _____
How did you hear about our conference room? _____

Please arrive 15 minutes before your event start time to check in with Alex Watkins at the GI office front desk

Event Details

Title of Event: _____ Date of Event: _____
Purpose of Event: _____ Start Time: _____
_____ End Time: _____

Is this a Recurring Event? Yes No

If Yes, Please list recurring dates: _____

Number of Guests Expected: _____ Preferred Seating Style: _____
(40 guest Max) (U-shape, Conference, Groups, Classroom, Theatre)

Additional Details

Please note there is no kitchen access before, during or after events

Will you use the lobby for registration? Yes No

Will you have food as part of your meeting? Yes No Will the food be delivered? Yes No

If Yes, who will be delivering? _____ Delivery Time: _____

Audio & Visual Needs

Please mark all items that you will need for your event

LCD Projector GI Provided Computer Conference Call Capabilities
 Slide Advancer Audio for Video Streaming GI provided Call in Number
 GI provided WebEx Number

I agree to the policies and procedures contained in this agreement and accept responsibility for all guests and activities associated with reserving and utilizing the Governor's Institute Opportunity Conference Room.

Signature: _____ Date: _____

GI Office Use Only

GI Approval Signature: _____ Date: _____

GI Staff Contact: _____