Opportunity Conference Room Request Form 1121 Situs Court – Suite 325 – Raleigh, NC 27606

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

Contact Information

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* Title of Event: Purpose of Event: Start Time: End Time: Is this a Recurring Event? Number of Guests Expected: Additional Details *Please note there is no kitchen access before, during or after events* Will you use the lobby for registration? Will you have food as part of your meeting? Yes No If Yes, who will be delivering? Audio & Visual Needs *Please mark all items that you will need for your event* COD Projector	Name:	
Additional Details *Please note there is no kitchen access before, during or after events* Will you have food as part of your meeting? Yes No Will you have food as part of your meeting? Audio & Visual Needs *Please mark all items that you will need for your event* Audio for Video Streaming in provided Call in Number Conference Call Capabilities associated with reserving and utilizing the Governor's institute Opportunity Conference Room. Signature: Cl Office Use Only Cl Approval Signature: Date: Cl Office Use Only Cl Approval Signature: Date:	-	
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