

## Spirit Conference Room Request Form

1121 Situs Court – Suite 320 – Raleigh, NC 27606

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

### Primary 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: \_\_\_\_\_ (12 guest Max)

### Audio & Visual Needs

**\*Please mark all items that you will need for your event\***

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> LCD Projector  | <input type="checkbox"/> GI Provided Computer      | <input type="checkbox"/> Conference Call Capabilities |
| <input type="checkbox"/> Slide Advancer | <input type="checkbox"/> Audio for Video Streaming | <input type="checkbox"/> GI provided Call in Number   |
|   |  | <input type="checkbox"/> 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 Spirit Conference Room.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### GI Office Use Only

GI Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GI Staff Contact: \_\_\_\_\_