

Opportunity Conference Room Request Form

1121 Situs Court – Suite 325 – Raleigh, NC 27606

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

Contact Information

Name: _____
Organization: _____
Address: _____
Phone: _____
Email: _____
How did you hear about our conference room? _____
Do you charge a Fee for your meeting/training? _____
If yes, how much? _____

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

Audio & Visual Needs

Please mark all items that you will need for your event

All needs will be set up prior to your arrival – DO NOT TOUCH OR MOVE AV EQUIPMENT UNLESS INSTRUCTED TO DO SO

80 inch Display Monitor Conference Call Capabilities GI provided WebEx Number
 GI Provided Computer Audio for Video Streaming Provide Own Computer

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: _____