# Opportunity Conference Room Request Form

**Address:**
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: (40 guest max)

### Preferred Seating Style: (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*

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

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

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:** ___________________________