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

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

Contact Information

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	Address: Phone: Email: How did you hear about our conference room? Do you charge a Fee for your meeting/training? If yes, how much? Event Details Title of Event: Purpose of Event: Purpose of Event: Purpose of Event? Is this a Recurring Event? If Yes No If Yes, please list recurring dates: Number of Guests Expected: (40 guest max) 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 Will you have food as part of your meeting? Ali needs will be set up prior to your arrival – DO NOT TOUCH OR MOVE AV EQUIPMENT UNLESS INSTRUCTED TO DO SO Bo Inch Display Monitor Conference Call Capabilities 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:	Name:			
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