

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 Zoom 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: _____