

# 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 your event contact\**

## 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 Zoom 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: \_\_\_\_\_