Meeting Request Form

Meeting Name			
Meeting Organizer			
Meeting Date		***Start Time***	
Expected Number of Attendees		***End Time***	
Food & Beverage Requirements			
Breakfast		***Date/Time***	
Lunch		***Date/Time***	
Breaks		***Date/Time***	
Reception		***Date/Time***	
		Date/Time	
Other Food & Beverage Comments			

	Room #1	**Room #2**
Meeting Room Requirements	Banquet Rounds ☐	Banquet Rounds ☐
Room 1 # of attendees:	Conference Style ☐	Conference Style ☐
Room 2 # of attendees:	Reception ☐	Reception ☐
Room 3 # of attendees:	School Room ☐	School Room ☐
Room 4 # of attendees:	Theatre ☐	Theatre ☐
	U-shape ☐	U-shape ☐
	Other ☐	Other ☐
	Room #3	**Room #4**
	Banquet Rounds ☐	Banquet Rounds ☐
	Conference Style ☐	Conference Style ☐
	Reception ☐	Reception ☐
	School Room ☐	School Room ☐
	Theatre ☐	Theatre ☐
	U-shape ☐	U-shape ☐
	Other ☐	Other ☐
If other, please describe		
Other Comments Regarding Room Set-up		
Please list any other comments you feel are important about your event.		