



MEETING SPACE REQUEST FORM

Submit Requests to Altovise Davis (adavis@nacubo.org or Fax: 202.449.1247) by June 14, 2013.

Processing of requests may take up to 5-7 business days. A confirmation of receipt will be sent to main contact.

Disclaimer: By submitting this form, the requestor understands that this meeting/event may not be approved should it be in conflict with a NACUBO Annual Meeting function. There is no guarantee of venue requested. Meeting space will be assigned based on availability. All expenses associated with the above mentioned meeting are the sole responsibility of the company listed; not NACUBO.

Date of Request: _____ Request #: _____ of _____

CONTACT INFORMATION

Name: _____ Onsite Contact? YES NO
 Phone: _____
 Email: _____

EVENT INFORMATION

Name of Function (used to reference event): _____

Expected Attendance: _____

Preferred Date(s)

<input type="checkbox"/> Friday, July 12	<input type="checkbox"/> Saturday, July 13	<input type="checkbox"/> Sunday, July 14	<input type="checkbox"/> Monday, July 15	<input type="checkbox"/> Tuesday, July 16
Start Time: _____	Start Time: _____	Start Time: _____	Start Time: _____	Start Time: _____
End Time: _____	End Time: _____	End Time: _____	End Time: _____	End Time: _____
Function Type-Please choose one.		Room Set-up	Audio Visual Requirements	
<input type="checkbox"/> One-on-One Meeting <input type="checkbox"/> Team/Group Meeting <input type="checkbox"/> Demonstration/Lab <input type="checkbox"/> Formal Reception <input type="checkbox"/> Cocktail Hour <input type="checkbox"/> Other: _____		<input type="checkbox"/> Conference <input type="checkbox"/> U-shape <input type="checkbox"/> Hollow square <input type="checkbox"/> Classroom <input type="checkbox"/> Theater <input type="checkbox"/> Rounds <input type="checkbox"/> Crescent Rounds	Video/Audio Presentation? <input type="checkbox"/> YES <input type="checkbox"/> NO	
			Food & Beverage Required?	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	

**Note: Meetings under 30 people we recommend using Conference, U-shape or Hollow Square.*

COMMENTS

Internal Use Only

Meeting Space Assigned: _____ Rec'd Date: _____ Confirmation Sent: _____
 BEO#: _____ Comments: _____