

Name: _____ Organization: _____

Event Date: _____ Email: _____ Phone: _____

Please Select an Option From Below:

722D-Large Side of the Event Center:

- ☐ All Chairs = 120 seats max
- ☐ All Chairs with walkways = 80 seats max
- ☐ 10 (6ft) round tables with 8 chairs each = 80 seats max
- ☐ Rectangle (6ft) tables with chairs, set up lecture style = 70 seats max
- ☐ Large Square / Board Room Style = 36 seats max
- ☐ Other: _____

Foyer-Center Hallway:

Do you need tables (6ft Rectangle) for registration and/or food?

- ☐ 1 Table ☐ 2 Tables ☐ 3 tables ☐ 4 Tables
- ☐ Other: _____

722A-Small Side of the Event Center:

- ☐ All Chairs = 70 seats max
- ☐ All Chairs with walkways = 40 seats max
- ☐ 4 (6ft) round tables with 8 chairs each = 32 seats max
- ☐ Rectangle (6ft) tables with chairs, set up lecture style = 30 seats max
- ☐ Rectangle (6ft) tables with chairs, set up dining style = 48 seats max
- ☐ Large Square / Board Room Style = 20 seats max

For Weekday Events - Audio Visual Support: Would you like to request assistance or training?

- ☐ Yes ☐ No Other: _____

For Weekend Events - Audio Visual Support:

- ☐ We currently do not have Audio Visual staff support on weekends, but you can check this box to request training in advance.