



GCREC Internal Meeting Planner/Room Request Form

Event Details

Meeting/Event Name:

Contact Faculty Member(s) or Sponsoring Organization:

Date(s):

Meeting Time – Meeting time should start at 8:30 a.m. or later to allow GCREC staff to make any morning preparations:

Space Requested:

Main Conference Room, seats up to 25

East Conference Room, seats 12

West Conference Room, seats 12

½ Auditorium, kitchen/south side, seats up to 125

½ Auditorium, north side, seats up to 125

Auditorium, seats up to 250

Expected Attendance:

Catering and Room Set-up

Coffee Service (coffee, condiments, ice water, and cups): Yes No

Breakfast: Yes No Details:

Lunch: Yes No Details:

Room Set-up:

Classroom Style – tables and chairs

Banquet Style – tables doubled up with chairs

Theater Style – chairs only

Vendor Setup – tables and chairs along the perimeter of the room

(continued on back)

IT Requirements – laptop, projector or flat screen TV are available in each meeting room except the

Annex and West conference room and can be requested in Other Details Section below.

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| Will your group be making PPT presentations? | Yes | No |
| Will you require a telephone for conference calls? | Yes | No |
| Will you require video conferencing options? | Yes | No |
| Would you like to video tape your meeting? | Yes | No |
| Will you have a discussion panel or other Q & A session that would require microphones? | Yes | No |
| Will you require monitoring of your meeting by IT personnel? | Yes | No |

OTHER DETAILS