

Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event: Number Attending:

Contact Information: Phone Number:

Submitted by: Email Address: Ext:

Events Begins: Date Time a.m.

Events Ends: Date Time p.m.

Facilities Required (List all that apply)

Other Accomodations or Requests

See additional comments on back

Send Copies to:

- Katie Ballard, Director of Research
- Kirk Beattie, Finance & Personnel Officer
- Amy Bedard, Library
- Steve Couture, Dairy Farm Manager
- Wanda Emerich, Outreach Coordinator
- Steve Fessette, Director of Physical Plant
- Rick Grant, President
- Steve Kramer, Director of Laboratories
- Rachel Dutil, Administrative Assistant
- Karen Lassell, Equine Manager
- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

Bill the following services to:

Name
Address
City ST Zip

Charge services to:

	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

GRAND TOTAL

- New Request
 Revised Request

Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event: Summer Interns from Cornell Program Number Attending: 11

Contact Information: Carol Maureen McEvoy <cmm485@cornell.edu> Phone Number:

Submitted by: Wanda Email Address: emerich@whminer.com Ext: 117

Events Begins: Date Thursday, July 6, 2017 Time 9:00 a.m.

Events Ends: Date Friday, July 7, 2017 Time 11:00 a.m.

Facilities Required (List all that apply) Heritage Exhibit Center Dairy Barn Classroom Lab at BEREC w/ Jared

Other Accommodations or Requests Lunch on Thursday only, hearty snack with Rick in Cafeteria Annex on Friday at 10:00 AM

See additional comments on back

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- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

Check all services that you will need:

- Housekeeping Cafeteria Custodial Service After Hours Coverage

Bill the following services to:		Charge services to:		
Name				
Address				
City	ST	Zip		
Morning Break	\$2.50 - Snacks & beverages	10:00	12	Cafeteria ar
Lunch	\$5.50 - Institute Lunch - < 20	noon	12	
Afternoon Break				
Dinner				
GRAND TOTAL				

Room Configuration

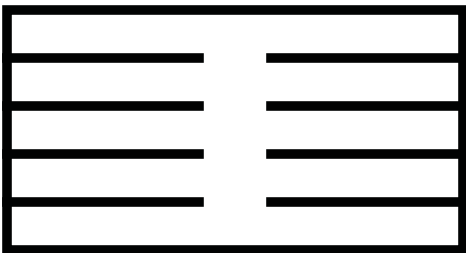
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



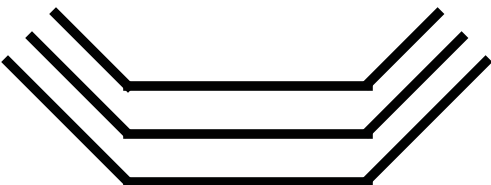
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



Audio/Visual Equipment

Please check audio/visual equipment you will need for your event (check all that apply):

- Chalkboard
- Digital Projection System
- Dry Erase Board & markers
- Easel, flipchart, & markers
- Laser pointer
- Overhead Projector
- PA System
- Slide Projector
- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Television
- VCR
- Other

Additional Comments

Thursday, July 6
 9:00 AM Heritage Exhibit Tour Heritage Exhibit
 10:00 AM Animal Care and Use Library
 11:00 AM Stallion Semen Collection Horse Barn
 noon Lunch Cafeteria
 1:00 PM Dairy Barn Research Dairy Barn
 -Calan Bin Training Dairy Barn
 -Calving Blinds Dairy Barn
 2:00 PM Cow Watch Dairy Barn
 3:00 PM Fiber Dairy Barn Classroom
 4:00 PM Milk Machine BEREC
 4:30 PM Dog training near Farm Office

Friday, July 7
 9:00 AM Water Sampling and Tile drainage system near Lake Alice (meet at BEREC)
 10:00 AM Hot Topics & Dairy 2050 Cafeteria Annex

Chairs in a V-shape



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- Miner Center Custodial
- Other

See additional comments on back

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- Cafeteria
- Custodial Service
- After Hours Coverage

Bill the following services to:

Charge services to:

Name

Address

City ST Zip

	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

GRAND TOTAL

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City ST Zip

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GRAND TOTAL

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- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

Bill the following services to:

Charge services to:

Name
Address
City ST Zip

		Time	Quantity	Total
Morning Break	\$2.50 - Snacks & beverages	9:00 AM	15	
Lunch	\$5.50 - Institute Lunch - < 20	noon	15	
Afternoon Break				
Dinner				

GRAND TOTAL

Room Configuration

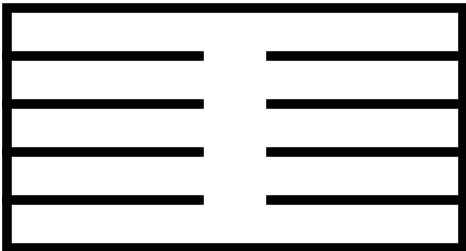
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



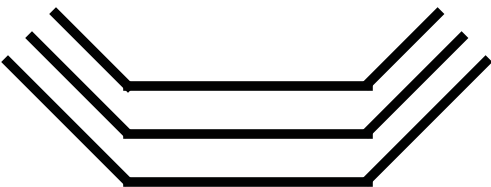
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- Laser pointer
- Overhead Projector
- PA System
- Slide Projector
- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Television
- VCR
- Other

Additional Comments

Chairs in a V-shape



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Contact Information: Phone Number:

Submitted by: Email Address: Ext:

Events Begins: Date Time

Events Ends: Date Time

Facilities Required (List all that apply)

Other Accommodations or Requests

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- Housekeeping
- Miner Center Custodial
- Other

Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

Bill the following services to:

Charge services to:

Name
Address
City ST Zip

	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

GRAND TOTAL

- New Request
 Revised Request

Facilities Request Form

Rodney Strong red wine please!

Please complete the form below to request a reservation.

Visitor / Name of Event: Katherine Knowlton Number Attending: 1

Contact Information: knowlton@vt.edu Phone Number: (540) 231-5287

Submitted by: Wanda Email Address: emerich@whminer.com Ext: 117

Events Begins: Date Thursday, July 20, 2017 Time afternoon

Events Ends: Date Sunday, July 23, 2017 Time morning

Facilities Required (List all that apply) Director's Residence

Other Accommodations or Requests red wine, good cheese, other snacks, breakfast food

See additional comments on back

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- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

Check all services that you will need:

- Housekeeping Cafeteria Custodial Service After Hours Coverage

Bill the following services to:

Name
Address
City ST Zip

Charge services to:

none

	Time	Quantity	Total
Morning Break			
Lunch			
Afternoon Break			
Dinner			

GRAND TOTAL

Facilities Request Form

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Visitor / Name of Event: Number Attending:

Contact Information: Phone Number:

Submitted by: Email Address: Ext:

Events Begins: Date Time p.m.

Events Ends: Date Time p.m.

Facilities Required (List all that apply)

Other Accommodations or Requests

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- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

Bill the following services to:

Charge services to:

Name

Address

City ST Zip

	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

GRAND TOTAL

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Contact Information: Phone Number:

Submitted by: Email Address: Ext:

Events Begins: Date Time

Events Ends: Date Time

Facilities Required (List all that apply)

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Bill the following services to:

Charge services to:

Name

Address

City ST Zip

	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

GRAND TOTAL

Room Configuration

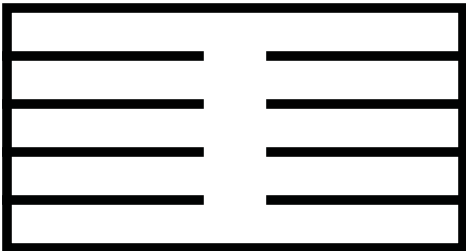
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



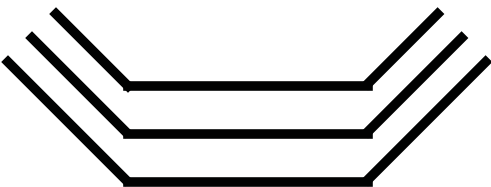
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



Audio/Visual Equipment

Please check audio/visual equipment you will need for your event (check all that apply):

- Chalkboard
- Digital Projection System
- Dry Erase Board & markers
- Easel, flipchart, & markers
- Laser pointer
- Overhead Projector
- PA System
- Slide Projector
- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Television
- VCR
- Other

Additional Comments

Chairs in a V-shape



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Contact Information: Phone Number:

Submitted by: Email Address: Ext:

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Events Ends: Date Time p.m.

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Other Accomodations or Requests

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- Other

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- After Hours Coverage

Bill the following services to:

Charge services to:

Name
Address
City ST Zip

	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

GRAND TOTAL

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Contact Information: Phone Number:

Submitted by: Email Address: Ext:

Events Begins: Date Time

Events Ends: Date Time

Facilities Required (List all that apply)

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- Other

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Bill the following services to:

Charge services to:

Name
Address
City ST Zip

	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

GRAND TOTAL

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Visitor / Name of Event: Number Attending:

Contact Information: Phone Number:

Submitted by: Email Address: Ext:

Events Begins: Date Time

Events Ends: Date Time

Facilities Required (List all that apply)

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- Other

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- Housekeeping Cafeteria Custodial Service After Hours Coverage

Bill the following services to:

Name
Address
City ST Zip

Charge services to:

	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

GRAND TOTAL

Room Configuration

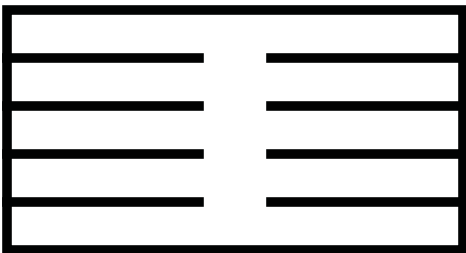
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Tables in U Shape (18 maximum)



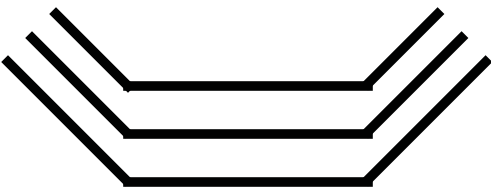
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- Laser pointer
- Overhead Projector
- PA System
- Slide Projector
- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Television
- VCR
- Other

Additional Comments

please set out garbage cans and a tray of cookies and water and lemonade please. will let you know as soon as I have a head count. They will bring bagged lunches.

Chairs in a V-shape



- New Request
 Revised Request

Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event: Ashleigh Covert Althouse Number Attending: 2-4

Contact Information: Ashleigh Covert Althouse Phone Number: 517-410-2016

Submitted by: Wanda Email Address: Ext: 117

Events Begins: Date Wednesday, August 30, 2017 Time

Events Ends: Date Tuesday, September 5, 2017 Time

Facilities Required (List all that apply) Director's Residence

Other Accomodations or Requests Towels and linens

See additional comments on back

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- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

Check all services that you will need:

- Housekeeping Cafeteria Custodial Service After Hours Coverage

Bill the following services to:

Name Ashleigh Covert Althouse
Address
City ST Zip

Charge services to:

check price with Kirk

	Time	Quantity	Total
Morning Break			
Lunch			
Afternoon Break			
Dinner			

GRAND TOTAL

- New Request
 Revised Request

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GRAND TOTAL

Room Configuration

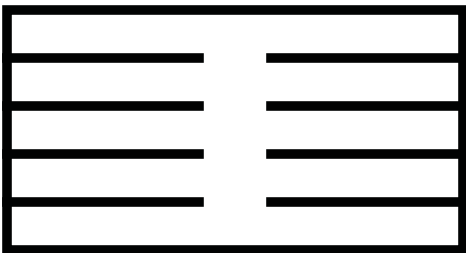
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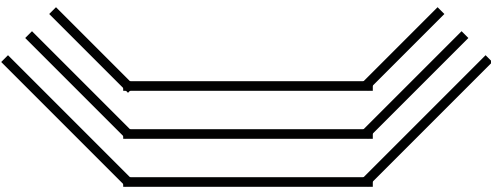
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- Slide Projector
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- Extra long phone cord
- Television
- VCR
- Other

Additional Comments

10:00am	The Alice T. Miner Museum
12:00pm	Mausoleum and Chapel
12:45pm	Lunch in Gardens
1:30pm	Exhibit
3:00pm	Horse Barn
3:30pm	Dairy Barn

Chairs in a V-shape



- New Request
 Revised Request

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Bill the following services to:

Charge services to:

Name

Address

City ST Zip

	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

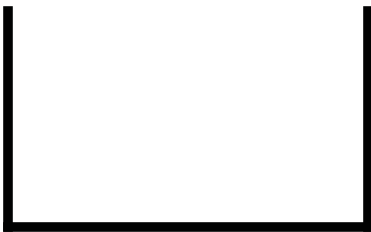
GRAND TOTAL

Room Configuration

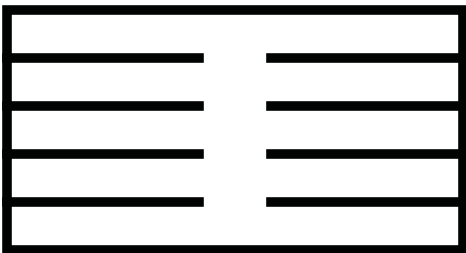
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



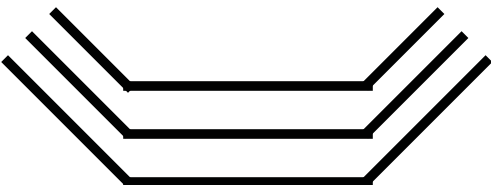
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



Audio/Visual Equipment

Please check audio/visual equipment you will need for your event (check all that apply):

- Chalkboard
- Digital Projection System
- Dry Erase Board & markers
- Easel, flipchart, & markers
- Laser pointer
- Overhead Projector
- PA System
- Slide Projector
- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Television
- VCR
- Other

Additional Comments

Chairs in a V-shape



Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event: Number Attending:

Contact Information: Phone Number:

Submitted by: Email Address: Ext:

Events Begins: Date Time

Events Ends: Date Time

Facilities Required (List all that apply)

Other Accomodations or Requests

See additional comments on back

Send Copies to:

- Katie Ballard, Director of Research
- Kirk Beattie, Finance & Personnel Officer
- Amy Bedard, Library
- Steve Couture, Dairy Farm Manager
- Wanda Emerich, Outreach Coordinator
- Steve Fessette, Director of Physical Plant
- Rick Grant, President
- Steve Kramer, Director of Laboratories
- Rachel Dutil, Administrative Assistant
- Karen Lassell, Equine Manager
- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

Bill the following services to:

Charge services to:

Name
Address
City ST Zip

	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

GRAND TOTAL

New Request

Revised Request

Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event: Dairy One Technician Group Meeting Number Attending: 35

Contact Information: Carol Benway Phone Number: 802-309-0505

Submitted by: Wanda Email Address: Carol.Benway@dairyone.com Ext:

Events Begins: Date Tuesday, October 17, 2017 Time 9:00 a.m.

Events Ends: Date Tuesday, October 17, 2017 Time 4:30 p.m.

Facilities Required (List all that apply) Miner Center Auditorium

Other Accomodations or Requests They usually bring their own ice cream and toppings for dessert, may need some serving utensils and bowls and spoons.

See additional comments on back

Send Copies to:

- Katie Ballard, Director of Research
- Kirk Beattie, Finance & Personnel Officer
- Amy Bedard, Library
- Steve Couture, Dairy Farm Manager
- Wanda Emerich, Outreach Coordinator
- Steve Fessette, Director of Physical Plant
- Rick Grant, President
- Steve Kramer, Director of Laboratories
- Rachel Dutil, Administrative Assistant
- Karen Lassell, Equine Manager
- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

Bill the following services to:

Name Carol Benway, Dairy One
Address Carol.Benway@dairyone.com
City ST Zip

Charge services to:

	Time	Quantity	Total
Morning Break	8:30 AM	35	
Lunch	noon	35	
Afternoon Break	12:30	35	
Dinner			

GRAND TOTAL

Room Configuration

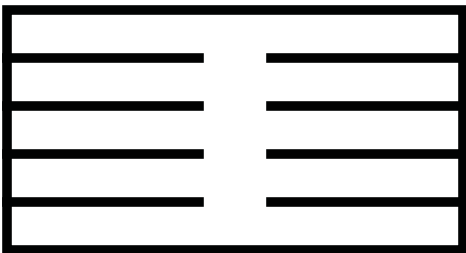
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



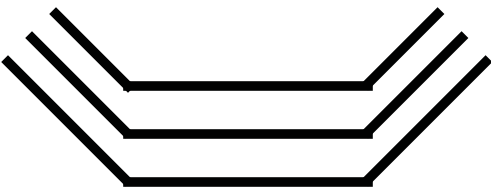
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



Audio/Visual Equipment

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- Easel, flipchart, & markers
- Laser pointer
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- PA System
- Slide Projector
- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Television
- VCR
- Other

Additional Comments

Chairs in a V-shape



Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event: Number Attending:

Contact Information: Phone Number:

Submitted by: Email Address: Ext:

Events Begins: Date Time

Events Ends: Date Time

Facilities Required (List all that apply)

Other Accomodations or Requests

See additional comments on back

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- Amy Bedard, Library
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- Rick Grant, President
- Steve Kramer, Director of Laboratories
- Rachel Dutil, Administrative Assistant
- Karen Lassell, Equine Manager
- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

Check all services that you will need:

- Housekeeping Cafeteria Custodial Service After Hours Coverage

Bill the following services to:

Charge services to:

Name

Address

City ST Zip

	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

GRAND TOTAL

Room Configuration

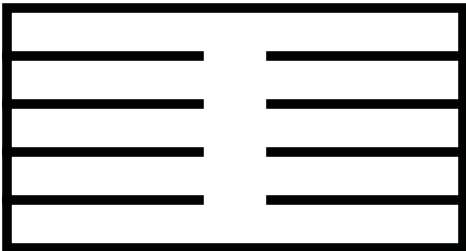
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



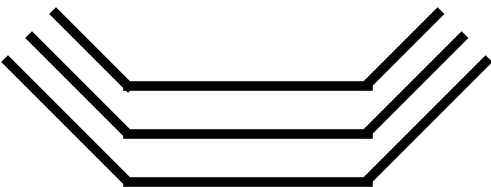
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- Other

Additional Comments

Chairs in a V-shape

