

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

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Charge services to:

Name

Address

City ST Zip

	Time	Quantity	Total
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Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Charge services to:

Name

Address

City ST Zip

	Time	Quantity	Total
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GRAND TOTAL

Room Configuration

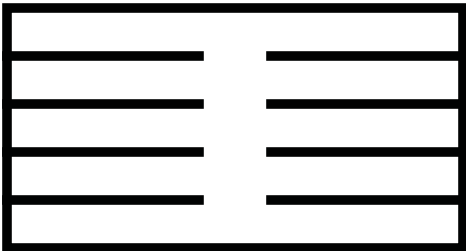
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



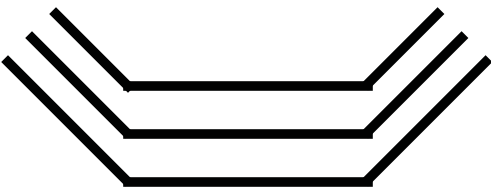
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Tables in Rectangle (24 maximum)



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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Charge services to:

Name

Address

City ST Zip

	Time	Quantity	Total
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Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
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GRAND TOTAL

Room Configuration

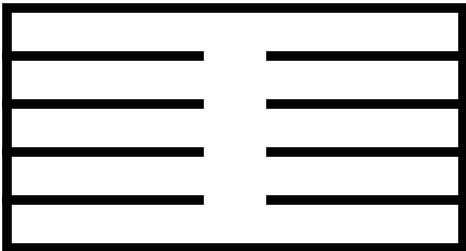
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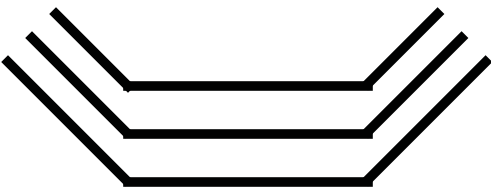
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- Extra long phone cord
- Television
- VCR
- Other

Additional Comments

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

Send Copies to:

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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

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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)

Other Accomodations or Requests

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- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

See additional comments on back

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

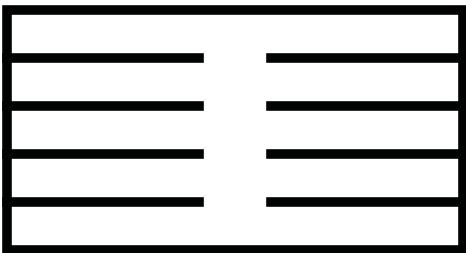
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



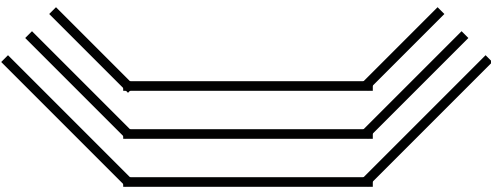
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Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



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- Television
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- 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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- 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	<input type="text"/>	<input type="text"/>		
Address	<input type="text"/>			
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
GRAND TOTAL				<input type="text"/>

Room Configuration

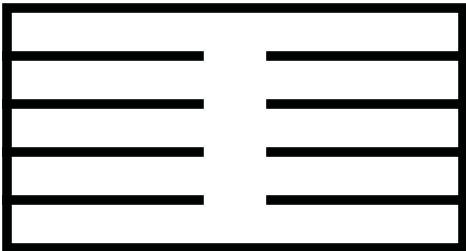
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



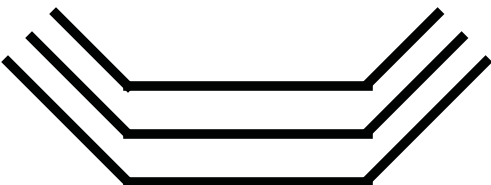
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Additional Comments

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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"/>

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Contact Information: Phone Number:

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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

- 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.

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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

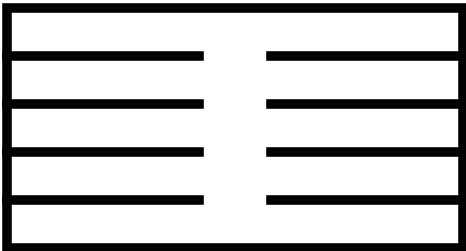
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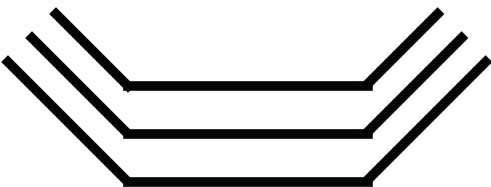
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Additional Comments

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New Request

Revised Request

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Bill the following services to:

Name
Address
City ST Zip

Charge services to:

		Time	Quantity	Total
Morning Break	\$2.50 - Snacks & beverages	9:00 AM	12-20	
Lunch	\$5.50 - Institute Lunch - < 20	noon	12-20	
Afternoon Break				
Dinner				

GRAND TOTAL

Room Configuration

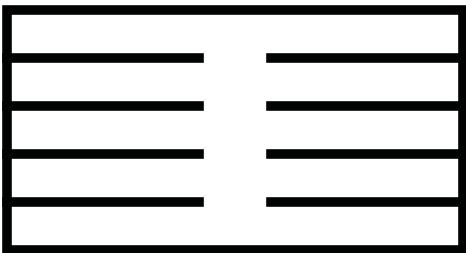
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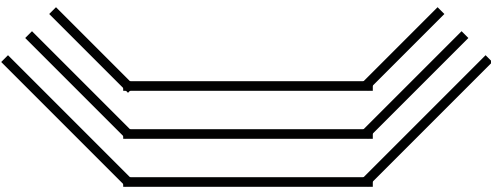
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Afternoon Break				
Dinner				

GRAND TOTAL

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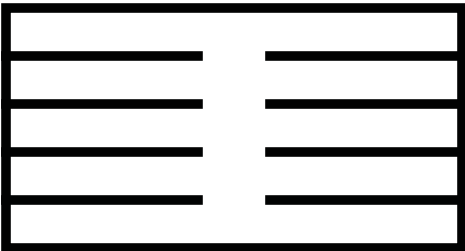
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



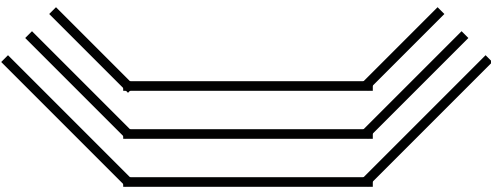
Tables in Two Rows (20 maximum)



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



- New Request
 Revised Request

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

Room Configuration

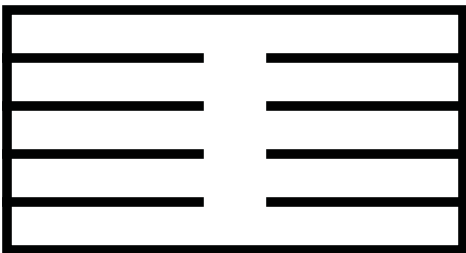
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



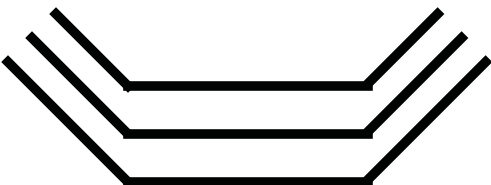
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Additional Comments

Chairs in a V-shape

