

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 p.m.

Events Ends: Date Time p.m.

Facilities Required (List all that apply)

Other Accomodations or Requests

Send Copies to:

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- 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

See additional comments on back

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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GRAND TOTAL

Room Configuration

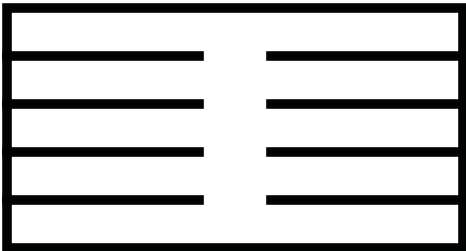
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



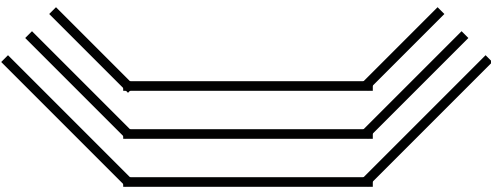
Tables in Two Rows (20 maximum)



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



New Request

Revised Request

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- Other

Check all services that you will need:

- Housekeeping
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Name
Address
City ST Zip

Charge services to:

	Time	Quantity	Total
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- Housekeeping
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- Other

Check all services that you will need:

- Housekeeping
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Bill the following services to:

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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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 Day at Miner Institute Number Attending: 100

Contact Information: Wanda Phone Number: x117

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

Events Begins: Date Thursday, December 7, 2017 Time 8:00 a.m.

Events Ends: Date Thursday, December 7, 2017 Time 4:00 p.m.

Facilities Required (List all that apply) Miner Center Auditorium Lobby area Cafeteria Annex

Other Accommodations or Requests Donuts, coffee, tea, hot lunch

See additional comments on back

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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 AESP faculty and students

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	\$2.50 - Snacks & beverages	8:00 AM	100	
Lunch	> 20 - See Kirk for pricing	noon	100	
Afternoon Break				
Dinner				

GRAND TOTAL

Room Configuration

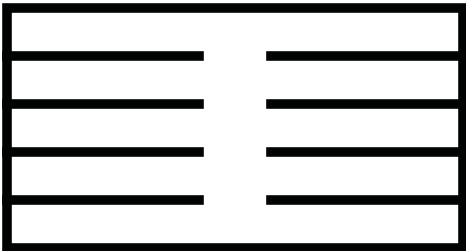
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



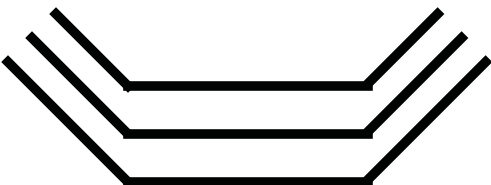
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Tables in Rectangle (24 maximum)



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Audio/Visual Equipment

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- Television
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Additional Comments

Chairs in a V-shape



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- 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
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GRAND TOTAL

- New Request
 Revised Request

Facilities Request Form

REVISED REQUEST!!
STAFF MEETING DATE CHANGE

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 Dec . 14 Time a.m.

Events Ends: Date Dec . 14 Time p.m.

Facilities Required (List all that apply)

Other Accomodations or Requests

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GRAND TOTAL

Room Configuration

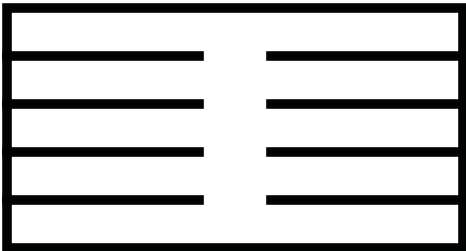
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



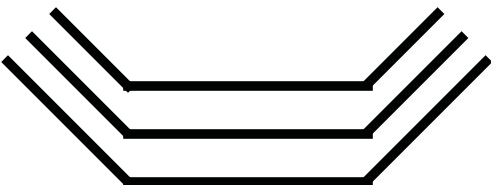
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Tables in Rectangle (24 maximum)



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GRAND TOTAL

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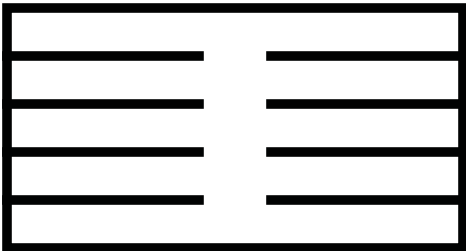
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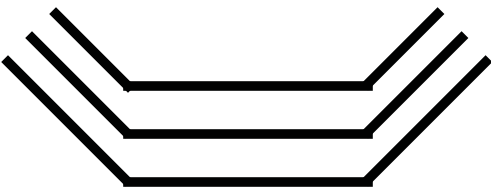
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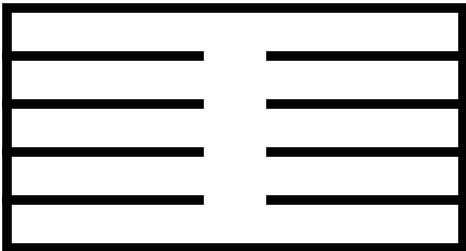
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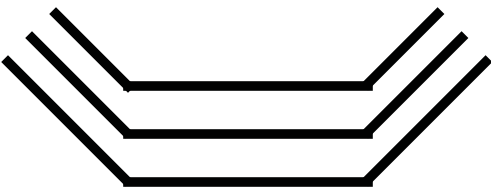
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Facilities Request Form

UPDATED REQUEST-NEW DATES!

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Address
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 Revised Request

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GRAND TOTAL

Room Configuration

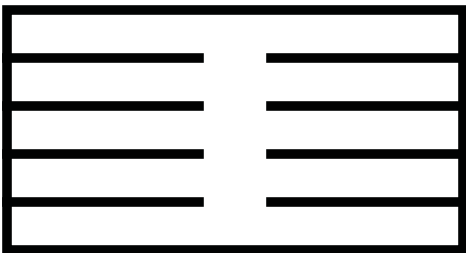
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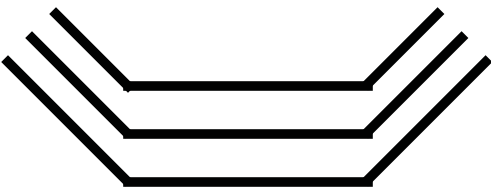
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Additional Comments

Chairs in a V-shape

