

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

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

UPDATED REQUEST!

Please complete the form below to request a reservation.

Visitor / Name of Event: Dave Barbano Number Attending: 1

Contact Information: Phone Number:

Submitted by: Rachel Email Address: dutil@whminer.com Ext: 115

Events Begins: Date Sunday, February 25, 2018 Time p.m.

Events Ends: Date Wednesday, February 28, 2018 March 2 Time p.m.

Facilities Required (List all that apply) Shadow Lawn Guest House

Other Accomodations or Requests the usual please

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			
Lunch			
Afternoon Break			
Dinner			

GRAND TOTAL

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

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

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 Accommodations or Requests

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

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" value="\$2.50 - Snacks & beverages"/>	<input type="text" value="25"/>	<input type="text"/>
Lunch	<input ">="" -="" 20="" for="" kirk="" pricing"="" see="" type="text" value=""/>	<input type="text" value="25"/>	<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

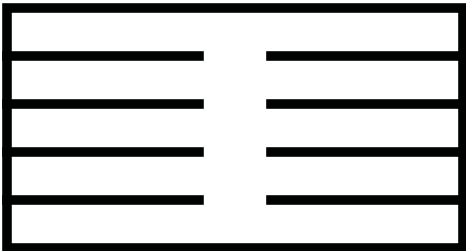
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



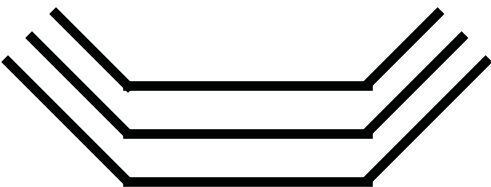
Tables in Two Rows (20 maximum)



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 p.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:

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

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

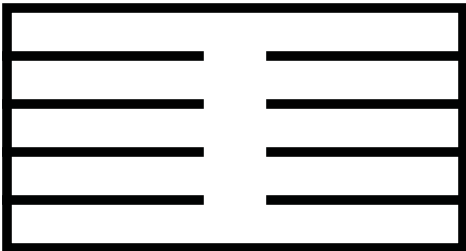
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



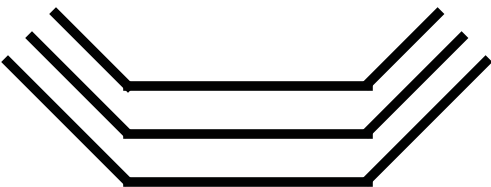
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



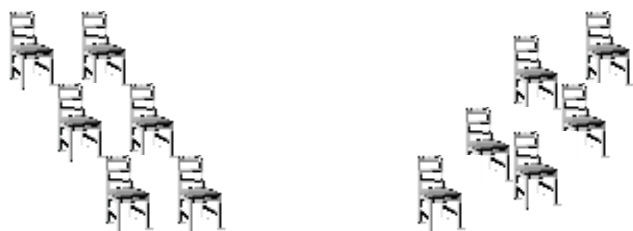
Audio/Visual Equipment

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:

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

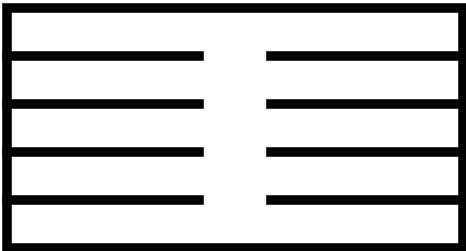
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



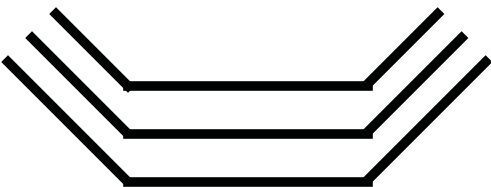
Tables in Two Rows (20 maximum)



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: Peru HS Number Attending: 25

Contact Information: Pat Canamella Phone Number:

Submitted by: Steve Kramer Email Address: kramer@whminer.com Ext:

Events Begins: Date March 23, 2018 Time 8 a.m.

Events Ends: Date March 23, 2018 Time 1:30 p.m.

Facilities Required (List all that apply) Miner Center Auditorium BERC computer lab Rm 218 (Biology lab)

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 Pascal Drouin

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			
Lunch			
Afternoon Break			
Dinner			

GRAND TOTAL

- 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	<input type="text" value="Macewen Agricentre"/>			<input type="text"/>
Address	<input type="text" value="Lenny Vanloon"/>			<input type="text"/>
City	<input type="text"/>	ST <input type="text"/>	Zip <input type="text"/>	<input type="text"/>
	Time	Quantity	Total	
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lunch	<input type="text" value="noon"/>	<input type="text" value="55-60"/>	<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			<input type="text"/>	

Room Configuration

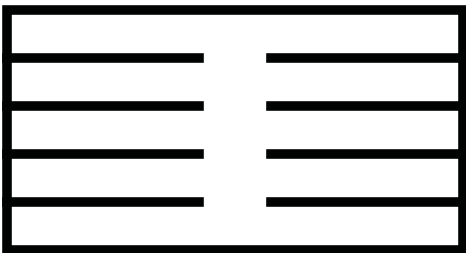
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



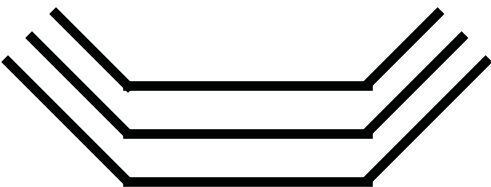
Tables in Two Rows (20 maximum)



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 p.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:		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"/>

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 Accommodations 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	<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

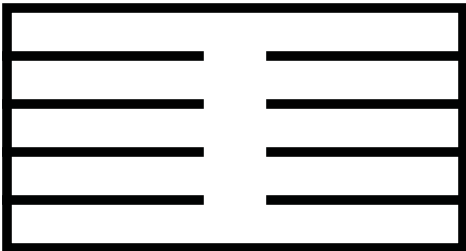
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



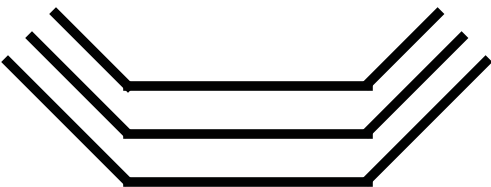
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



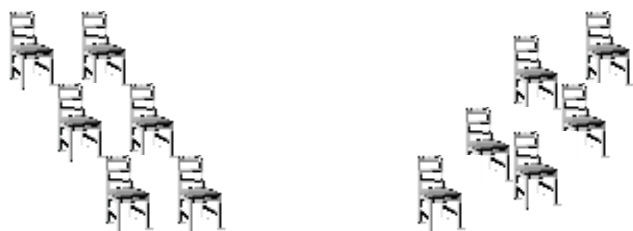
Audio/Visual Equipment

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	<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"/>

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: 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

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

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" value="\$2.50 - Snacks & beverages"/>	<input type="text" value="40"/>	<input type="text"/>
Lunch	<input type="text" value="\$5.50 - Institute Lunch - < 20"/>	<input type="text" value="40"/>	<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

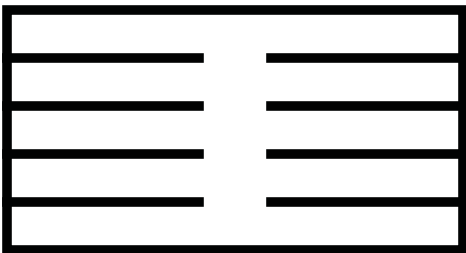
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



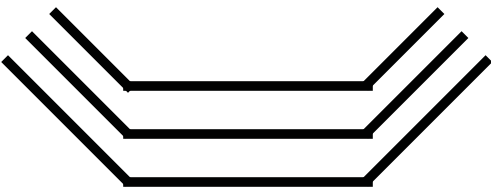
Tables in Two Rows (20 maximum)



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

Set-up for 40 participants.

Tables for breakfast and lunch catering.

Five additional tables for hands-on activity.

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