

Avondale East NET Center

REQUEST FOR MEETING SPACE

Room(s) Requested:	Media #1 _____ Media #2 _____ Multi-Purpose Room _____
Requested reservation date. Meeting time (beginning to end). Title of the meeting?	
Name of company/agency holding this meeting? Address/Phone.	
Contact Persons Name Phone # Email address	
Approximate total attendance?	
Do you need use of presentation equipment?	Screen (y/n) ____ Audio (y/n) ____ White board (y/n) ____ Laptop (y/n) ____ Pódium (y/n) ____ Other: _____
Room Set Up: Class Room: (rows of tables & chairs all facing one direction) Presentation Meeting: (horseshoe shaped open for video screen) Small Meeting: Square shape	
Will you be serving food and/or beverages? Caterer?	
Do you need assistance to facilitate the food/beverage?	
Do you need meeting posted on our public notice board? (outside)	

Any additional information:

RETURN TO:

Mary Thomas

Chief Operating Officer

mthomas@crcnet.org

785-233-1365