

PLANNING MEETINGS:

III. Room Reservation Requirements:

A. Title of Program: \_\_\_\_\_

B. Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

C. Place: Address: \_\_\_\_\_

Building: \_\_\_\_\_ Room \_\_\_\_\_

D. Directions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Number of people expected to attend: \_\_\_\_\_

F. Special needs (Check appropriate spaces):

- |                                             |                                             |                                                |
|---------------------------------------------|---------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> podium             | <input type="checkbox"/> screen             | <input type="checkbox"/> compact disk player   |
| <input type="checkbox"/> microphone         | <input type="checkbox"/> television         | <input type="checkbox"/> audio cassette player |
| <input type="checkbox"/> table/chairs       | <input type="checkbox"/> dvd player         | <input type="checkbox"/> video cassette player |
| <input type="checkbox"/> water for speakers | <input type="checkbox"/> extension cord     | <input type="checkbox"/> slide projector       |
| <input type="checkbox"/> display table      | <input type="checkbox"/> easel              | <input type="checkbox"/> power point           |
| <input type="checkbox"/> place to change    | <input type="checkbox"/> newsprint          | <input type="checkbox"/> smart board           |
| <input type="checkbox"/> refrigeration      | <input type="checkbox"/> cooking facilities | <input type="checkbox"/> refreshment table     |

other: \_\_\_\_\_

G. Choice of room arrangement:

speaker in front facing rows of chairs

chairs in a circle

chairs in groups of \_\_\_\_\_

other: \_\_\_\_\_

H. Rental cost (if any) \_\_\_\_\_

(Check with treasurer in advance about budgeted amount.)

I. Refreshments:

1. If a meal is included, the cost per person: \_\_\_\_\_

If the meal is being subsidized,

or if it is a fundraiser, amount you will charge: \_\_\_\_\_

2. Describe the menu:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. If the membership is bringing refreshments:

a. Who: (board? interest groups? everyone?) \_\_\_\_\_

b. What: (appetizers? desserts?) \_\_\_\_\_