

Event Information Sheet

Event Name/Group	
Type Meeting (Training, Board/staff meeting, instructional, etc.)	
Date(s)	
Start time – End Time	
Number of People	
Seating Arrangement (Tables, chairs only, etc.)	
Contact Person	
Contact Phone #	
Contact E-mail address	
Multimedia (DVD/VCR/Projector/Computers)	
Special Arrangements (Food/Drinks/Catering/Other)	
Will you charge a fee for your event?	
Other Notes/Things we need to know	

Staff Use Only

Room Rental Rate	
Other Fees	
Room Number Assigned	
Responsible Person	