www.whminer.org

	ا	Print Form		Submit by Email	
t Date		2017-0	7-1	17 12:25:40	

X New Request

Current

Revised Request

GRAND TOTAL

Facilities Request Form

Please complete the form below to request a reservation. Visitor / Name of Event: Dave Barbano Number Attending: Contact Information: **Phone Number:** Submitted by: Rachel **Email Address:** Ext: 115 dutil@whminer.com Time Events Begins: Date | Sunday, August 13, 2017 a.m. Events Ends: Date Time Friday, August 18, 2017 p.m. **Facilities Required** Shadow Lawn Guest House (List all that apply) Other Accomodations or Requests usual please See additional comments on back Send Copies to: Check all services that you will need: Katie Ballard, Director of Research After Hours Housekeeping Cafeteria **Custodial Service** X Kirk Beattie, Finance & Personnel Officer Coverage Amy Bedard, Library Bill the following services to: Charge services to: Steve Couture, Dairy Farm Manager Name X Wanda Emerich, Outreach Coordinator X Steve Fessette, Director of Physical Plant Address | Rick Grant, President City Steve Kramer, Director of Laboratories Rachel Dutil, Administrative Assistant Time Quantity Total Morning Karen Lassell, Equine Manager **Break** X Laurie Miller, Accounting / Payroll

Lunch

Afternoon Break

Dinner

Cafeteria

| Housekeeping

Other

Miner Center Custodial

Print Form Submit by Email **Current Date** 2017-07-05 10:28:32 × New Request **Revised Request**

Facilities Request Form

Please complete the form below to request a reservation.

www.whminer.org

Visitor / Name of Event: Dr. Jane Manfredi	and assistant (equine research) Number Attending: 2
Contact Information: Karen Lassell	Phone Number: ext. 120
Submitted by: Rachel	Email Address: dutil@whminer.com Ext: 115
Events Begins: Date Monday, August 14, 2	017 Time p.m.
Events Ends: Date Wednesday, August 1	5, 2017 Time p.m.
Facilities Required (List all that apply)	
LITHER ACCOMPUSATIONS OF REGULESTS 1	make up both beds and have towels available! Thanks vill have lunch in the cafeteria on Tuesday, August 15.
Send Copies to:	See additional comments on back
 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 	Check all services that you will need: Housekeeping Cafeteria Custodial Service Coverage Bill the following services to: Name Address City ST Zip
Rachel Dutil, Administrative Assistant Karen Lassell, Equine Manager Laurie Miller, Accounting / Payroll Cafeteria Housekeeping Miner Center Custodial Other	Morning Break Quantity Total Lunch Afternoon Break Dinner
	GRAND TOTAL

www.whminer.org

	Print Form	Submit by Email
Current Date	2017-07-	17 13:04:17
New Reque	st	

Revised Request

Facilities Request Form

Please complete the form below to request a reservation. Visitor / Name of Event: |Joann and Phil Grayson (guests of Rachel) Number Attending: Contact Information: Rachel Phone Number: ext. 115 Submitted by: Rachel **Email Address:** dutil@whminer.com Ext: 115 Events Begins: Date | Wednesday, August 23, 2017 Time p.m. 12 Events Ends: Date Time Tuesday, August 29, 2017 p.m. **Facilities Required** Director's Residence (List all that apply) Other Accomodations or Requests linens and towels please See additional comments on back Send Copies to: Check all services that you will need: Katie Ballard, Director of Research After Hours Housekeeping Cafeteria **Custodial Service** X Kirk Beattie, Finance & Personnel Officer Coverage Amy Bedard, Library Bill the following services to: Charge services to: Steve Couture, Dairy Farm Manager Name Wanda Emerich, Outreach Coordinator \$60/night X Steve Fessette, Director of Physical Plant Address Rick Grant, President City Steve Kramer, Director of Laboratories Rachel Dutil, Administrative Assistant Time Quantity Total Morning Karen Lassell, Equine Manager **Break** X Laurie Miller, Accounting / Payroll Lunch Cafeteria | Housekeeping Afternoon Break Miner Center Custodial Dinner Other **GRAND TOTAL**

www.whminer.org

		Print Form		Submit by Email		
Current Date	!	2017-0	8-1	11 13:43:11		

× New Request

Revised Request

Facilities Request Form

Please complete the form below to request a reservation. Visitor / Name of Event: Karl Czymmek Number Attending: **Contact Information:** Phone Number: Ext: 115 Submitted by: Rachel Email Address: dutil@whminer.com Events Begins: Date Tuesday, August 29, 2017 Time p.m. Events Ends: Date Time p.m. Thursday, August 31, 2017

Facilities Required (List all that apply) Shadow Lawn Guest	t House
Other Accomodations or Requests coffee, sn	acks, breakfast food.
Send Copies to: Katie Ballard, Director of Research	See additional comments on back Check all services that you will need:
Kirk Beattie, Finance & Personnel Officer	Housekeeping Cafeteria Custodial Service Coverage
Amy Bedard, Library Steve Couture, Dairy Farm Manager	Bill the following services to: Charge services to:
	Name Address
Rick Grant, President Steve Kramer, Director of Laboratories	City ST Zip
Rachel Dutil, Administrative Assistant	Time Quantity Total
	Morning Break Lunch
	Afternoon Break
Other	Dinner
	GRAND TOTAL

www.whminer.org

	Print Form	Submit by Email
Current Date	2017-07	-17 13:17:38
New Reque	st	

Revised Request

Facilities Request Form

Please complete the form	below to request	a reservation.				
Visitor / Name of Event:	Manure applicator	rs Training		N	Jumber Attending:	~30
Contact Information:	Myra Lawyer			Phone Number:	myra.lawyer@dec.	ny.gov
Submitted by: Rachel		Email Address:	dutil@whminer.cor	n		Ext: 115
Events Begins: Date Wed	nesday, August 30	0, 2017	Time	11 a.m	n.	
Events Ends: Date Wed	nesday, August 30	0, 2017	Time	2 p.n	n.	
Facilities Required (List all that apply)	Miner Center Au	ıditorium				
Other Accomodations or R		will get lunch. Pre invoiced for lunc	e-registration is requi h.	red so I can get a	headcount in advan	ce. Myra
Send Copies to	:	Charle all con	micas that you will no		onal comments on ba	nck
		Housek	rvices that you will ne eeping 🔀 Cafete		tial Service	ter Hours overage
Amy Bedard, Library		Bill the follo	wing services to:			services to:
Steve Couture, Dairy Farm MWanda Emerich, Outreach C		Name				
Steve Fessette, Director of PRick Grant, President	hysical Plant	Address				
Steve Kramer, Director of Lak		City	S	Г		
Rachel Dutil, Administrative		Morning Break		Τ	Fime Quantity	Total
X Laurie Miller, Accounting / PaX Cafeteria	ayroll	Lunch				
		Afternoon Break				
Other		Dinner				
	<u>'</u>			GRA	AND TOTAL	

D	~ ·	
ROOM	(Antic	guration
1100111		Saration

Please check audio/visual equipment you will ☐ Traditional Speaker/Audience need for your event (check all that apply): Chalkboard ☐ Digital Projection System 馬馬馬馬馬 ☐ Dry Erase Board & markers Easel, flipchart, & markers ☐ Laser pointer Overhead Projector ☐ Tables in U Shape (18 maximum) ☐ PA System ☐ Slide Projector ☐ Surge Protected Electrical Outlet Strip ☐ Extra long phone cord Television ☐ VCR Other ☐ Tables in Two Rows (20 maximum) □ Additional Comments ☐ Tables in Rectangle (24 maximum) Chairs in a V-shape

www.whminer.org

| Housekeeping

Other

| Miner Center Custodial

	Print Form		Submit by Email
Current Date	2017-0	7-:	17 13:38:51

X New Request

Revised Request

GRAND TOTAL

Facilities Request Form

Please complete the form below to request a reservation. Visitor / Name of Event: |Cornell Extension meeting Number Attending: ²⁵ Contact Information: **Phone Number:** Submitted by: **Email Address:** Ext: 115 Rachel dutil@whminer.com Events Begins: Date | Wednesday, August 30, 2017 Time p.m. Events Ends: Date Time Wednesday, August 30, 2017 p.m. **Facilities Required** Miner Center Auditorium (List all that apply) Other Accomodations or Requests they will be bringing their own refreshments. Please set out garbage barrels. Thanks! See additional comments on back Send Copies to: Check all services that you will need: Katie Ballard, Director of Research After Hours Housekeeping × Cafeteria X Custodial Service X Kirk Beattie, Finance & Personnel Officer Coverage Amy Bedard, Library Bill the following services to: Charge services to: Steve Couture, Dairy Farm Manager Name X Wanda Emerich, Outreach Coordinator X Steve Fessette, Director of Physical Plant Address | Rick Grant, President City Steve Kramer, Director of Laboratories Rachel Dutil, Administrative Assistant Time Quantity Total Morning Karen Lassell, Equine Manager **Break** X Laurie Miller, Accounting / Payroll Lunch Cafeteria

> Afternoon Break

> > Dinner

D	~ ·	
ROOM	(Antic	guration
1100111		Saration

Please check audio/visual equipment you will ☐ Traditional Speaker/Audience need for your event (check all that apply): Chalkboard ☐ Digital Projection System 馬馬馬馬馬 ☐ Dry Erase Board & markers Easel, flipchart, & markers ☐ Laser pointer Overhead Projector ☐ Tables in U Shape (18 maximum) ☐ PA System ☐ Slide Projector ☐ Surge Protected Electrical Outlet Strip ☐ Extra long phone cord Television ☐ VCR Other ☐ Tables in Two Rows (20 maximum) □ Additional Comments ☐ Tables in Rectangle (24 maximum) Chairs in a V-shape

www.whminer.org

	١	Print Form		Submit by Email	
Current Date		2017-0	5-(09 08:39:34	

New Request

Revised Request

Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event: Ashleigh Covert Althouse					Number	Attending:	2-4
Contact Information: Ashleigh Covert Althouse Phone Numb						10-2016	
Submitted by: Wanda		Email Address:					Ext: 117
Events Begins: Date Wee	dnesday, August 30	, 2017	Т	ime			
Events Ends: Date Tue	sday, September 5,	2017	Т	ime			
Facilities Required (List all that apply)	Director's Reside	nce					
Other Accomodations or Requests Towels and linens							
Send Copies to:							
Check all services that you will need: ☐ Katie Ballard, Director of Research ☐ Kirk Beattie, Finance & Personnel Officer ☐ Custodial Service ☐ Coverage						fter Hours overage	
Amy Bedard, LibrarySteve Couture, Dairy FarmWanda Emerich, Outreach		Bill the follo	Ashleigh Covert] [services to:
Steve Fessette, Director ofRick Grant, President	Physical Plant	Address			. . [_ check p	rice with Kirk
Steve Kramer, Director of L. Rachel Dutil, Administrative		City		ST Z	Zip	Quantity	Total
Karen Lassell, Equine Mana Laurie Miller, Accounting /		Morning Break					
Cafeteria		Lunch					
Housekeeping Miner Center Custodial		Afternoon Break Dinner					
Other					GRAND TO	TAL	

www.whminer.org

	Print Form	Submit by Email				
Current Date	2017-02-0	08 15:24:12				
New Request ■ The state of the						

X

Revised Request

Facilities Request Form

Please complete the for	m below to r	equest a	a reservation.						
Visitor / Name of Event	: AARCH Tou	ARCH Tour						Attending:	20-25
Contact Information:	Mary Cirbu	IS			F	hone Nu	mber:		
Submitted by: Amy		Email Address: bedard@whminer.com							Ext: 149
Events Begins: Date Tu	uesday, Septe	mber 5,	2017		Time 1	2:00	p.m.		
Events Ends: Date	uesday, Septe	mber 5,	2017		Time 4	:30pm	p.m.		
Facilities Required (List all that apply)	Heritage	Exhibit (Center	Horse Barn	1		Dairy Ba	arn	
Other Accomodations of	or Requests	Genera	tor at the Miner	chapel and r	nausoleur	n, Picnic	tables in gard	ens	
Send Copies	to:		Chock all so	rvices that ve	موم النيديين		additional cor	mments on b	ack
X Katie Ballard, Director of Research X Kirk Beattie, Finance & Personnel Officer		Check all services that you will need: ☐ Cafeteria ☐ Custodial Service ☐ Coverage							
Amy Bedard, LibrarySteve Couture, Dairy Fare			Bill the following services to: Charge services						
Wanda Emerich, Outread			Name						
X Steve Fessette, Director	of Physical Plant		Address						
Rick Grant, President Steve Kramer, Director of	f Laboratories		City		ST	Z	ip		
Rachel Dutil, Administrat	ive Assistant						Time	Quantity	Total
X Karen Lassell, Equine Ma	nager		Morning Break						
X Laurie Miller, Accounting	; / Payroll		Lunch						
Cafeteria									
Housekeeping			Afternoon Break						
Other		-	Dinner						
							GRAND TO	DTAL	

		\sim	c.				
$D \cap C$	\mathbf{n}	\sim	nti	α	Ira	+1	<u>n</u>
Roc	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	.		וש	II a	u	L) I I
		-		0,	<i>-</i>	٠.	-

☐ Traditional Speaker/Audience	Please check audio/visual equipment you will need for your event (check all that apply):
☐ Tables in U Shape (18 maximum)	 □ 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
☐ Tables in Two Rows (20 maximum) ☐ Tables in Rectangle (24 maximum)	Additional Comments 10:00am The Alice T. Miner Museum 12:00pm Mausoleum and Chapel 12:45pm Lunch in Gardens 1:30pm Exhibit 3:00pm Horse Barn 3:30pm Dairy Barn
☐ Tables in Modified U Shape (36 maximum)	☐Chairs in a V-shape

www.whminer.org

	Print Form	Submit by Email			
Current Date	2017-01-	09 11:10:48			
New Request ■ New					

Revised Request

Facilities Request Form

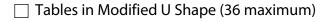
Please complete the form	n below to request a	reservation.						
Visitor / Name of Event:	staff meeting					Number	Attending:	40-50
Contact Information:				P	hone Nun	nber:		
Submitted by: Rachel	I	Email Address:	dutil@whm	iner.com				Ext: 115
Events Begins: Date Thu	ırsday, September 7	, 2017		Time 1	0:30	a.m.		
Events Ends: Date Thu	ırsday, September 7	, 2017		Time 1	2	p.m.		
Facilities Required (List all that apply)	Miner Center Aud	litorium						
Other Accomodations or	Requests coffee,	water, cookies p	lease					
Send Copies to	o:				See a	dditional cor	nments on ba	ack
 Katie Ballard, Director of R Kirk Beattie, Finance & Per Amy Bedard, Library 	rsonnel Officer	☐ Housek	rvices that you eeeping wing services	Cafeteri		Custodial Serv	vice C	fter Hours overage services to:
Steve Couture, Dairy FarmWanda Emerich, OutreachSteve Fessette, Director of	Coordinator	Name Address						
Rick Grant, President Steve Kramer, Director of L	aboratories	City		ST	Zij	p		
Rachel Dutil, Administrative Karen Lassell, Equine Mana	ager	Morning Break				Time	Quantity	Total
Laurie Miller, Accounting /Cafeteria	Payroll	Lunch						
Housekeeping Miner Center Custodial		Afternoon Break						
Other		Dinner						
<u> </u>						GRAND TO	OTAL	

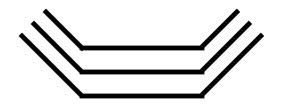
Room Configuration

☐ Traditional Speaker/Audience ☐ Tables in U Shape (18 maximum) ☐ Tables in Two Rows (20 maximum) ☐ Tables in Rectangle (24 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









www.whminer.org

	Print Form	Submit by Email				
Current Date	2017-07-	25 16:13:15				

Revised Request

Facilities Request Form

Please complete the form below to request a reservation. Visitor / Name of Event: |Heather Dann visitor (Pat Blossom) Number Attending: Contact Information: Heather Dann **Phone Number:** Submitted by: **Email Address:** Ext: 119 Heather Dann dann@whminer.com Time 12 Events Begins: Date Friday, September 15, 2017 p.m. 12 Events Ends: Date Time Sunday, September 17, 2017 p.m. **Facilities Required** Director's Residence (List all that apply) Other Accomodations or Requests See additional comments on back Send Copies to: Check all services that you will need: Katie Ballard, Director of Research After Hours Housekeeping Cafeteria Custodial Service Kirk Beattie, Finance & Personnel Officer Coverage Amy Bedard, Library Bill the following services to: Charge services to: Steve Couture, Dairy Farm Manager Name Heather Dann Wanda Emerich, Outreach Coordinator X Steve Fessette, Director of Physical Plant Address Rick Grant, President City Steve Kramer, Director of Laboratories Rachel Dutil, Administrative Assistant Time Quantity Total Morning Karen Lassell, Equine Manager **Break** Laurie Miller, Accounting / Payroll Lunch Cafeteria X Housekeeping Afternoon Break Miner Center Custodial Dinner Other **GRAND TOTAL**

www.whminer.org

	Print Form	Submit by Email				
Current Date	2017-06-	-15 08:29:42				
New Request ■ New						

Revised Request

Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Eve	nt: NYS Path Throug	NYS Path Through History weekend Number Attending:						
Contact Information:	Rachel	Phone Number: ext. 115						
Submitted by: Rac	hel	Email Address: dutil@whminer.com Ext: 1:	15					
Events Begins: Date	Saturday, October 7,	2017 Time 10 a.m.						
Events Ends: Date	Sunday, October 8, 2	017 Time 4 p.m.						
Facilities Required (List all that apply)	Heritage Exhib	Heritage Exhibit Center						
Other Accomodations	s or Requests The 6	exhibit will be open both days from 10-4. Visitors may also visit the horse and dairy						
Send Copies Katie Ballard, Director Kirk Beattie, Finance 8	of Research	See additional comments on back Check all services that you will need: Housekeeping Cafeteria Custodial Service Coverage						
Amy Bedard, Library Steve Couture, Dairy F Wanda Emerich, Outre Steve Fessette, Director Rick Grant, President Steve Kramer, Director Rachel Dutil, Administr Karen Lassell, Equine N	each Coordinator or of Physical Plant or of Laboratories rative Assistant	Morning	s to:					
Laurie Miller, Accounti	ing / Payroll	Break Lunch						
Housekeeping Miner Center Custodia Other	al	Afternoon Break Dinner						
		GRAND TOTAL						

Current Date

 New Request **Revised Request**

Print Form

Submit by Email

2017-06-09 08:43:02

Facilities Request Form

www.whminer.org

Please complete the	e form	n below to r	equest a	a reservation.						
Visitor / Name of E	vent:	Dairy One	Technici	an Group Meet	Number	Attending:	35			
Contact Informatio	n:	Carol Benv	vay				Phone Nu	mber: 802-30	9-0505	
Submitted by:	Vanda		Email Address: Carol.Benway@dairyone.com						Ext:	
Events Begins: Date	nts Begins: Date Tuesday, October 17, 2017 Time 9:00 a.m.						a.m.			
Events Ends: Date	Tue	esday, Octob	per 17, 2	2017		Time	4:30	p.m.		
Facilities Required (List all that apply)		Miner Ce	nter Aud	ditorium						
Other Accomodation	ons or	Requests		sually bring thei s and bowls and		m and to	oppings fo	r dessert, may	need some :	serving
Send Copie	tor of R	esearch			ervices that yo	u will ne	ed:	additional com Custodial Serv	ice \Box A	fter Hours
Kirk Beattie, Finance Amy Bedard, Librar	ту				Bill the following services to:					overage services to:
Steve Couture, Dair Wanda Emerich, Ou	-	_		Name	Carol Benwa	y, Dairy (One			
Steve Fessette, Directors Rick Grant, Presiden		Physical Plant	:	Address City	Carol.Benwa	y@dairy		Zip]	
Steve Kramer, Direct Rachel Dutil, Admin						3.		Time	Quantity	Total
Karen Lassell, Equin				Morning Break	\$2.50 - Snack	s & beve	rages	8:30 AM	35	
Cafeteria Housekeeping				Lunch Afternoon Break	> 20 - See Kir \$1.50 - Bever	•		12:30	35 35	
Miner Center Custo Other	odial			Dinner			-			
								GRAND TO	TAL	

	\sim	c.	
Paam	\sim	ntia	LIPSTIAN
noom	CO	שווו	uratior
			J J. J. J.

☐ Traditional Speaker/Audience	Please check audio/visual equipment you will need for your event (check all that apply):
☐ Tables in U Shape (18 maximum)	 ☐ 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
☐ Tables in Two Rows (20 maximum)	Other Additional Comments
☐ Tables in Rectangle (24 maximum)	
▼ Tables in Modified U Shape (36 maximum)	Chairs in a V-shape

www.whminer.org

	Print Form	Submit by Email			
Current Date	2017-08-	03 11:53:12			

.wnminer.org X New Request

Revised Request

GRAND TOTAL

Facilities Request Form

Please complete the form below to request a reservation. Visitor / Name of Event: |Feeding Clinic Number Attending: 12-20 315-788-8450 Contact Information: Lindsay Ferlito/Tatum Langworthy Phone Number: Submitted by: **Email Address:** tlm92@cornell.edu Ext: 117 Wanda 9:00 Events Begins: Date | Wednesday, November 1, 2017 Time a.m. 1:00 Events Ends: Date Time Wednesday, November 1, 2017 p.m. **Facilities Required** Miner Center Auditorium (List all that apply) Other Accomodations or Requests See additional comments on back Send Copies to: Check all services that you will need: Katie Ballard, Director of Research After Hours Housekeeping Cafeteria **Custodial Service** X Kirk Beattie, Finance & Personnel Officer Coverage X Amy Bedard, Library Bill the following services to: Charge services to: Steve Couture, Dairy Farm Manager Name Tatum Langworthy ▼ Wanda Emerich, Outreach Coordinator North Country Regional Ag Team X Steve Fessette, Director of Physical Plant 203 North Hamilton Street Address X Rick Grant, President ST NY Watertown 13601 City X Steve Kramer, Director of Laboratories Rachel Dutil, Administrative Assistant Time Quantity Total Karen Lassell, Equine Manager Morning 9:00 AM 12-20 \$2.50 - Snacks & beverages Break X Laurie Miller, Accounting / Payroll \$5.50 - Institute Lunch - < 20 noon 12-20 Lunch X Cafeteria Housekeeping Afternoon Break ★ Miner Center Custodial Dinner ★ Other AESP

	\sim	c.		. •
ROOM	\cap	ntic	JIIC	tion
Room	CU	אוווו?	zuic	111011

☐ Traditional Speaker/Audience	Please check audio/visual equipment you will need for your event (check all that apply):
Tables in U Shape (18 maximum)	 ☐ 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
☐ Tables in Two Rows (20 maximum)	☐ Other ☐ Additional Comments
☐ Tables in Rectangle (24 maximum) ☐ Tables in Modified U Shape (36 maximum)	
	□Chairs in a V-shape

www.whminer.org

	Print Form	Submit by Email			
Current Date	2017-08-0	03 12:01:44			
✓ New Reque	act				

New Request

Revised Request

Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:	Feeding Clinic				Number /	Attending:	12-20
Contact Information:	Lindsay Ferlito/Tat	um Langworthy		Phone Num	ber: 315-78	8-8450	
Submitted by: Wanda		Email Address:	tlm92@cornel	l.edu			Ext: 117
Events Begins: Date Wee	dnesday, Novembe	r 8, 2017	Т	ime 9:00	a.m.		
Events Ends: Date Wee	dnesday, Novembe	er 8, 2017	Т	ime 1:00	p.m.		
Facilities Required (List all that apply)	Miner Center Au	ditorium					
Other Accomodations or	Requests						
Send Copies to) :			See a	dditional com	ments on ba	ck
Katie Ballard, Director of Rex Kirk Beattie, Finance & Pers X Amy Bedard, Library		House	keeping Cowing services to	afeteria 🗌 C	ustodial Servi	ice Co	ter Hours overage services to:
Steve Couture, Dairy Farm Manda Emerich, Outreach Steve Fessette, Director of	Coordinator	Name Address	Tatum Langwor	-		North C	ountry Regional
Rick Grant, PresidentSteve Kramer, Director of LiRachel Dutil, Administrative		City	Watertown	ST NY Zip	13601		
Karen Lassell, Equine Mana X Laurie Miller, Accounting /	nger	Morning Break	\$2.50 - Snacks &	beverages	9:00 AM	Quantity 12-20	Total
X Cafeteria		Lunch	\$5.50 - Institute	Lunch - < 20	noon	12-20	
Housekeeping Miner Center Custodial		Afternoon Break					
★ Other AESP		Dinner					
					GRAND TO	ΓAL	

	\sim	c.		. •
ROOM	\cap	ntic	JIIC	tion
Room	CU	אוווו?	zuic	111011

☐ Traditional Speaker/Audience	Please check audio/visual equipment you will need for your event (check all that apply):
Tables in U Shape (18 maximum)	 ☐ 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
☐ Tables in Two Rows (20 maximum)	☐ Other ☐ Additional Comments
☐ Tables in Rectangle (24 maximum) ☐ Tables in Modified U Shape (36 maximum)	
	□Chairs in a V-shape

Print Form Submit by Email **Current Date** 2017-01-09 11:11:44 × New Request **Revised Request**

Facilities Request Form

Please complete the form below to request a reservation.

www.whminer.org

Visitor / Name of E	vent:	staff meeti	ng					Numher	Attending:	40-50
		starr meetr	116						Attending.	40-30
Contact Information	n:					Phor	ne Numbe	er:		
Submitted by:	Rachel			Email Address:	dutil@whm	niner.com				Ext: 115
Events Begins: Dat	e Thu	ırsday, Dece	mber 7	, 2017		Time 10:3	0	a.m.		
Events Ends: Date	Thu	ırsday, Dece	mber 7	, 2017		Time 12		p.m.		
Facilities Required (List all that apply)		Miner Ce	nter Au	ditorium						
Other Accomodation	ons or	Requests	coffee,	water, cookies p	lease					
Send Copie	es to	o:				X	See add	itional cor	nments on b	ack
 Katie Ballard, Direct Kirk Beattie, Finance Amy Bedard, Librare Steve Couture, Dain 	ce & Per Y	sonnel Officer		Housek	eeping wing service	Cafeteria	⊠ Cus	stodial Ser	vice C	fter Hours overage services to:
✓ Wanda Emerich, O✓ Steve Fessette, Dir	utreach	Coordinator		Name Address						
Rick Grant, PresideSteve Kramer, Direct		aboratories		City		ST	Zip			
Rachel Dutil, Admir	nistrativ	e Assistant						Time	Quantity	Total
Karen Lassell, Equir				Morning Break						
Laurie Miller, AccordCafeteria	unting /	Payroll		Lunch						
X Housekeeping				Afternoon						
Miner Center Custo	odial			Break Dinner						
								GRAND TO	DTAL	

Room Configuration

☐ Traditional Speaker/Audience ☐ Tables in U Shape (18 maximum) ☐ Tables in Two Rows (20 maximum) ☐ Tables in Rectangle (24 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

