

# 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

DATE CHANGE !!

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  Sept 18 Time  a.m.

Events Ends: Date  Sept 18 Time  p.m.

Facilities Required (List all that apply)

Other Accomodations or Requests

See additional comments on back

## Send Copies to:

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- Miner Center Custodial
- Other

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- Cafeteria
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- After Hours Coverage

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## 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

REVISED REQUEST!!

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

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## Check all services that you will need:

- Housekeeping  Cafeteria  Custodial Service  After Hours Coverage

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Name

Address

City  ST  Zip

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Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

**GRAND TOTAL**

## Room Configuration

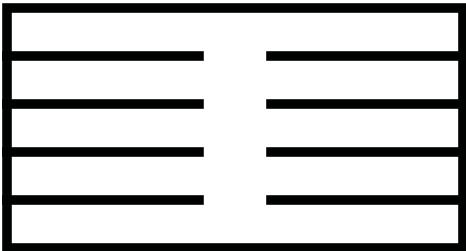
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



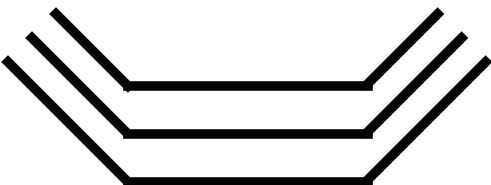
Tables in Two Rows (20 maximum)



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



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**GRAND TOTAL**

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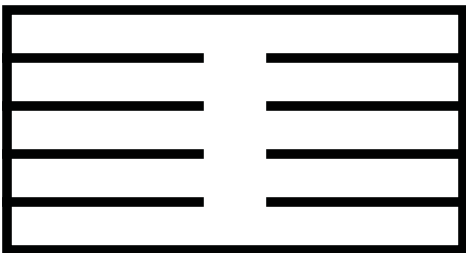
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



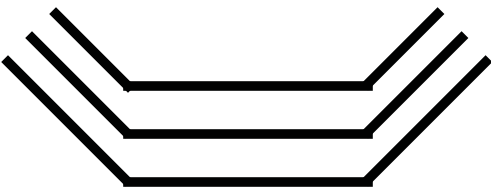
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- Television
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Additional Comments

Kirk will take care of all the technology needs.  
Please set up as many chairs as possible.

Chairs in a V-shape



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City  ST  Zip

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Address

City  ST  Zip

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## 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"/>

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## 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"/>
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## 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

Please complete the form below to request a reservation.

Visitor / Name of Event: Friends of Point Au Roche Meeting Number Attending: 10-15

Contact Information: Phone Number:

Submitted by: Amy Email Address: Bedard@whminer.com Ext: 149

Events Begins: Date Wednesday, October 11, 2017 Time 4:30 p.m.

Events Ends: Date Wednesday, October 11, 2017 Time 6:30 p.m.

Facilities Required (List all that apply) BERC Auditorium

Other Accomodations or Requests If auditorium is needed, we can move the meeting to the boardroom

See additional comments on back

## Send Copies to:

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- 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

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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

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## 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

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- Other

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- Cafeteria
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## 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

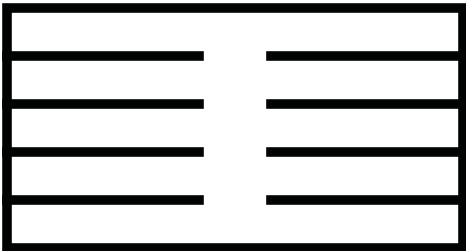
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



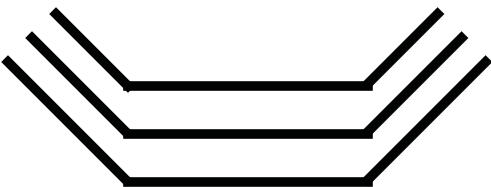
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



## Audio/Visual Equipment

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- 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



- New Request  
 Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event: Dairy One Technician Group Meeting Number Attending: 35

Contact Information: Carol Benway Phone Number: 802-309-0505

Submitted by: Wanda Email Address: Carol.Benway@dairyone.com Ext:

Events Begins: Date Tuesday, October 17, 2017 Time 9:00 a.m.

Events Ends: Date Tuesday, October 17, 2017 Time 4:30 p.m.

Facilities Required (List all that apply) Miner Center Auditorium

Other Accomodations or Requests They usually bring their own ice cream and toppings for dessert, may need some serving utensils and bowls and spoons.

See additional comments on back

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- 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 Carol Benway, Dairy One  
Address Carol.Benway@dairyone.com  
City ST Zip

## Charge services to:

	Time	Quantity	Total
Morning Break	8:30 AM	35	
Lunch	noon	35	
Afternoon Break	12:30	35	
Dinner			

GRAND TOTAL



## Room Configuration

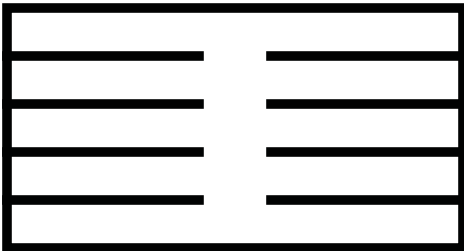
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



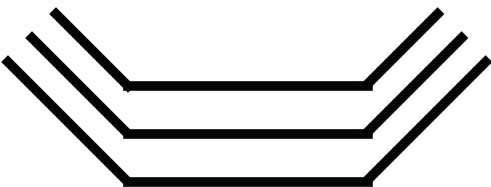
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Additional Comments

Chairs in a V-shape



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Other Accomodations or Requests

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Name   
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- 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    Zip

## Charge services to:

		Time	Quantity	Total
Morning Break	<input type="text" value="\$2.50 - Snacks &amp; beverages"/>	<input type="text" value="9:00 AM"/>	<input type="text" value="12-20"/>	<input type="text"/>
Lunch	<input type="text" value="\$5.50 - Institute Lunch - &lt; 20"/>	<input type="text" value="noon"/>	<input type="text" value="12-20"/>	<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**

## Room Configuration

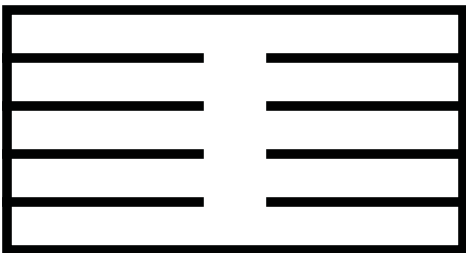
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



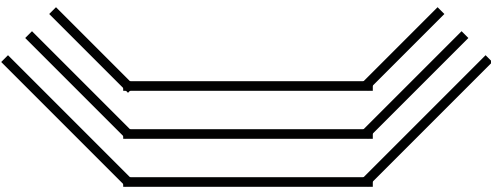
Tables in Two Rows (20 maximum)



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



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
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Lunch	<input type="text" value="\$5.50 - Institute Lunch - &lt; 20"/>	<input type="text" value="noon"/>	<input type="text" value="12-20"/>	<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**

## Room Configuration

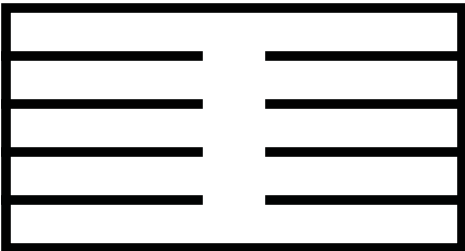
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



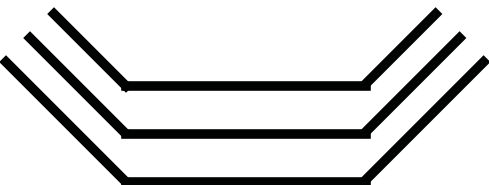
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- Custodial Service
- After Hours Coverage

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## 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

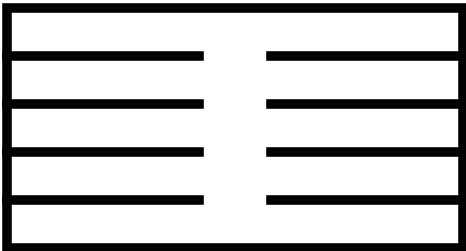
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



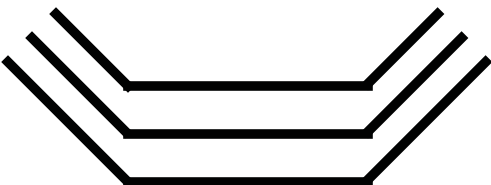
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- Television
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Additional Comments

Chairs in a V-shape



- New Request  
 Revised Request

# Facilities Request Form

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Events Begins: Date  Time

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Name

Address

City  ST  Zip

	Time	Quantity	Total
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Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

**GRAND TOTAL**

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## 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" value="\$1.50 - Beverages only"/>	<input type="text" value="3:30 PM"/>	<input type="text" value="85"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

**GRAND TOTAL**

## Room Configuration

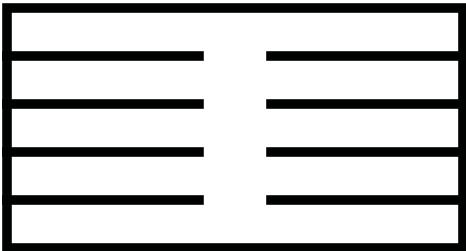
Traditional Speaker/Audience



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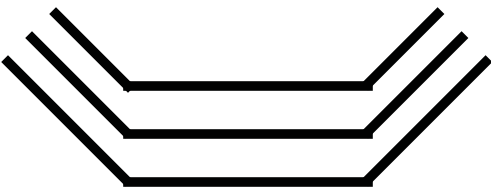
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Chairs in a V-shape

