

- 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

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:

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

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:

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 p.m.

Events Ends: Date Time a.m.

Facilities Required (List all that apply)

Other Accommodations 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:

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

New Request

Revised Request

Facilities Request Form

REVISED REQUEST!!

STAFF MEETING 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 Dec . 14 Time a.m.

Events Ends: Date Dec . 14 Time p.m.

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
- 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

See additional comments on back

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	<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

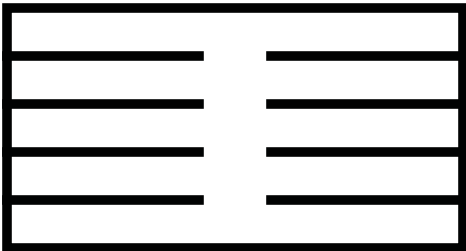
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



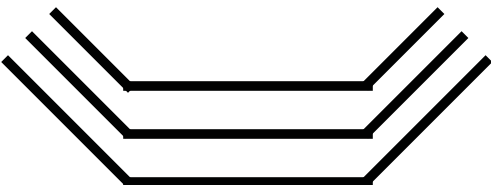
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



Audio/Visual Equipment

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



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

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:

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" value="\$5.50 - Institute Lunch - < 20"/>	<input type="text" value="5"/>	<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 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:

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

- 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

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:

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

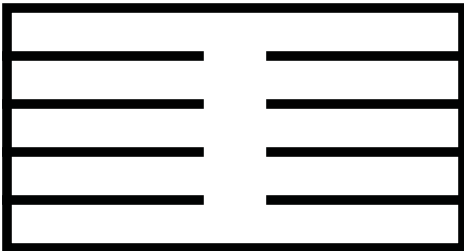
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



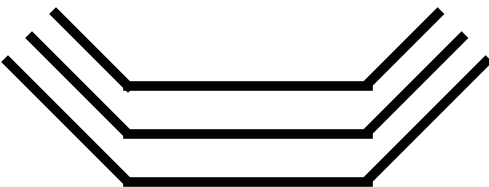
Tables in Two Rows (20 maximum)



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



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

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:

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

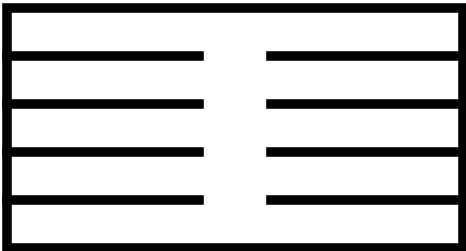
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



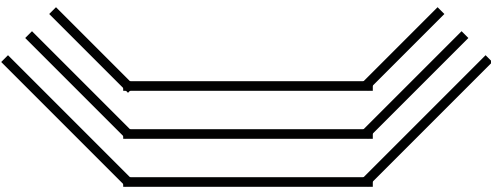
Tables in Two Rows (20 maximum)



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



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 Accommodations 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:

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

- New Request
 Revised Request

Facilities Request Form

UPDATED REQUEST-NEW DATES!

Please complete the form below to request a reservation.

Visitor / Name of Event: Phil and Joann Grayson Number Attending: 2

Contact Information: Rachel Phone Number: ext. 115

Submitted by: Rachel Email Address: dutil@whminer.com Ext: 115

Events Begins: Date ~~Friday, January 19, 2018~~ Jan. 26, 2018 Time 3 p.m.

Events Ends: Date ~~Wednesday, January 24, 2018~~ Jan. 30, 2018 Time 12 p.m.

Facilities Required (List all that apply) Director's Residence

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
- 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

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 Joann Grayson
Address
City ST Zip

Charge services to:

\$60/night

	Time	Quantity	Total
Morning Break			
Lunch			
Afternoon Break			
Dinner			

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

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:

Charge services to:

Name	<input type="text"/>	<input type="text"/>		
Address	<input type="text"/>			
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	\$1.50 - Beverages only	3:30 PM	85	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

GRAND TOTAL

Room Configuration

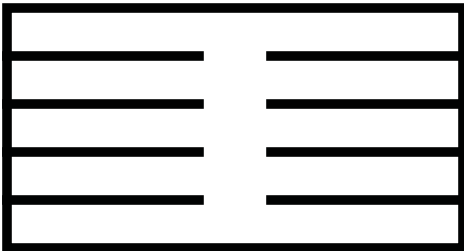
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



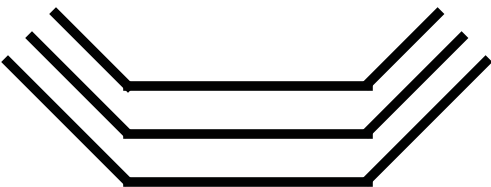
Tables in Two Rows (20 maximum)



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: Crop Congress Speakers Number Attending: 2 -3

Contact Information: Wanda Phone Number: x117

Submitted by: Wanda Email Address: emerich@whminer.com Ext: 117

Events Begins: Date Tuesday, January 30, 2018 Time afternoon

Events Ends: Date Thursday, February 1, 2018 Time morning

Facilities Required (List all that apply) Director's Residence

Other Accomodations or Requests breakfast food, snack food

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:

Crop Congress

	Time	Quantity	Total
Morning Break			
Lunch			
Afternoon Break			
Dinner			

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 Accommodations 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:

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

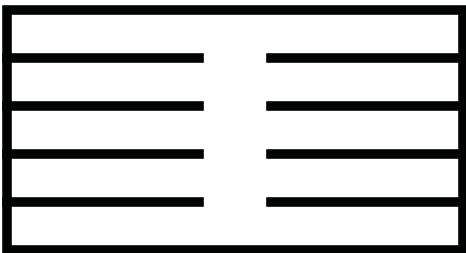
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



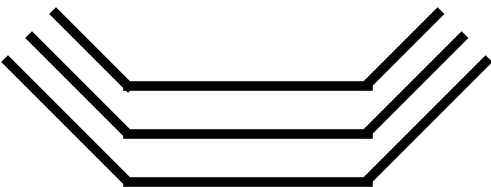
Tables in Two Rows (20 maximum)



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



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
- 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

See additional comments on back

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	<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

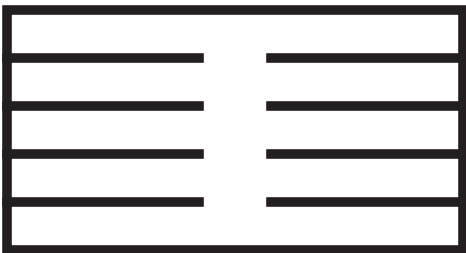
Traditional Speaker/Audience



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

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 Accommodations 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:		Charge services to:		
Name	<input type="text" value="Conservation Center for Art and Research Insti"/>	<input type="text"/>		
Address	<input type="text"/>	<input type="text"/>		
City	<input type="text"/> ST <input type="text"/> Zip <input type="text"/>	<input type="text"/>		
	Time	Quantity	Total	
Morning Break	<input type="text" value="\$2.50 - Snacks & beverages"/>	<input type="text" value="40"/>	<input type="text"/>	
Lunch	<input type="text" value="\$5.50 - Institute Lunch - < 20"/>	<input type="text" value="40"/>	<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			<input type="text"/>	

Room Configuration

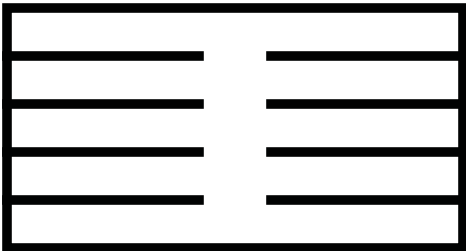
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



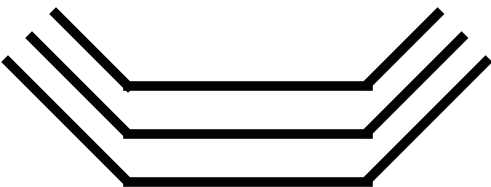
Tables in Two Rows (20 maximum)



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

Set-up for 40 participants.

Tables for breakfast and lunch catering.

Five additional tables for hands-on activity.

Chairs in a V-shape

