



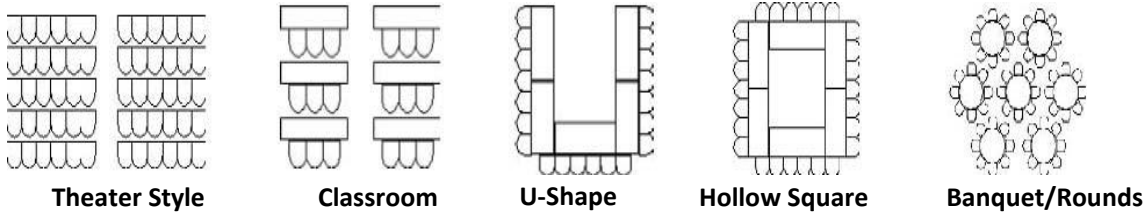
NORTHWEST FLORIDA STATE COLLEGE

EVENT REQUEST FORM

General Information

Event Title					
Date (s) of Event					
Type of Event			Number of Attendees expected		
Reservation Start Time		End Time		Desired Venue	
Event Start Time		End Time			
All Day Event					
Re-Occurring Event	Weekly				
	Monthly				
	Other				
Organization					
Contact Person					
Phone					
Address					
Email					

Room Configuration



Quantities		
Round Tables		Registration Table
Classroom Tables		Head Table
Additional Tables		
Chairs		

IT-AV Services

Phone Related	Computer Related	AV Related
Analog Line	Desktop Computer	Flipchart Easel
Conference Phone	IT Tech Help	Handheld Microphone
Telephone Service	Network Connection-New	Lectern with sound system
	Notebook-Laptop	Video Projector
	Printer	
	Wireless Connectivity	
	Marquee	

Catering Services

Please refer to Aladdin's Catering Guide and Aladdin's Policy and Procedure Guide for available selections and more information

Type of Menu		(Breakfast, Lunch, Dinner, Reception, Bake Shop)
Type of Service		(Buffet, Preset, Served, Reception)
Tableware		(China, Plastic)
Food Service Start Time		End Time
Number of Guests		
Linens		(available with china service only)
Menu Selection		