TRAINING/CONFERENCE/WORKSHOP REQUEST

(THIS FORM NEEDS TO BE SUBMITTED TO P&C 45 DAYS BEFORE EVENT)

DATE OF REQUEST: _____

NAME OF TRAINING/CONFERENCE/WORKSHOP:

_____

DATE(S) OF THE TRAINING/CONFERENCE/WORKSHOP:
_____

LOCATION OF TRAINING/CONFERENCE/WORKSHOP: _____

REQUIRED ACCOMODATIONS (List of attendees needs to be provided to P&C ten (10) days before training/conference/workshop):

 # HOTEL ROOMS:

_____ Single (single occupancy)
_____ Double (double occupancy)
_____ Total Number of Rooms

_____ Number of Staff
_____ Number of Participants
_____ Number of Lodging Days

 # MEALS:

_____ Breakfast
_____ Which Days
_____ # of personnel
_____ Lunch
_____ Which Days
_____ # of personnel
_____ Dinner
_____ Which Days
_____ # of personnel
_____ Break(s)
_____ Number of Breaks Per Day (AM & PM)
_____ # of personnel

TRANSPORTATION - # of Passengers

_____ Plane
_____ Boat
To _____ From _____

CONFERENCE ROOMS:

_____ # Required
_____ Projected quantity of personnel per Conference Room

EQUIPMENT SET-UP

_____ Audiovisual
_____ Overhead Projector
_____ Projector Screen
_____ Slide Projector
_____ TV Monitor
_____ VCR/DVD Player
_____ Microphone
_____ Podium
_____ Speakers

ADDITIONAL REQUIREMENTS:

_____

_____

_____

_____

_____

_____

POC: _____
Contact #: _____