



NC A&T UNIVERSITY DEPARTMENT ONLY Reservation & Proposal Request Form

Greensboro, NC 27411 Telephone (336) 433-5566 Fax (336) 332-8445

Please visit us at www.aggieeventcenter.com

PLEASE COMPLETE THIS APPLICATION AND RETURN TO THE EVENT CENTER FOR REVIEW AND PROCESSING

Department: _____

Name: _____

Address: _____ City: _____ St. _____ Zip _____ Telephone: _____ Fax: _____

Email: _____

Best time to contact: _____ Evening Morning Afternoon

Date Desired: (1st) _____ (2nd) _____ (3rd) _____

Please select Ballroom type:

Full Ballroom Center Ballroom Blue102 Gold 104

Aggie 101 Pride 103 Board Room

Alumni Conference Room AFEC Conference Room Library Lobby price varies upon request and time

Estimated Attendance: _____ Event Time: Start: _____ End: _____

Event Description: _____

Event Purpose: _____: Publicity Mode: _____

Publicity should be approved by the Alumni-Foundation Event Center. All students and student organizations are guided by NC A&T State University policies. (Students contact the Office of Student Development)

Please check the seating arrangement you desire for your event

<input type="checkbox"/> Exhibition 	<input type="checkbox"/> Gallery & workshop 	<input type="checkbox"/> Classroom 	<input type="checkbox"/> U Shape 	<input type="checkbox"/> Hallow 	<input type="checkbox"/> Theatre 	<input type="checkbox"/> Boardroom
<input type="checkbox"/> Dinner Dance 	<input type="checkbox"/> Chevron 	<input type="checkbox"/> Royal 	<input type="checkbox"/> Cabaret 	<input type="checkbox"/> Canteen 	<input type="checkbox"/> T Shape 	<input type="checkbox"/> Banquet

Other settings: _____

EVENT TYPE

- | | | | | |
|--|---|---|--------------------------------------|---|
| <input type="checkbox"/> Food tasting | <input type="checkbox"/> Bachelor party | <input type="checkbox"/> Bachelorette party | <input type="checkbox"/> Banquet | <input type="checkbox"/> Family Reunion |
| <input type="checkbox"/> Bridal Shower | <input type="checkbox"/> Rehearsal | <input type="checkbox"/> Rehearsal dinner | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Wedding ceremony | <input type="checkbox"/> Pre-Reception | <input type="checkbox"/> Reception | <input type="checkbox"/> Workshop | <input type="checkbox"/> Forum <input type="checkbox"/> Expo |
| <input type="checkbox"/> Bachelorette Brunch | <input type="checkbox"/> Seminar | <input type="checkbox"/> Business Meeting | <input type="checkbox"/> Trade show | <input type="checkbox"/> Exhibition <input type="checkbox"/> Conference |

Pre-Reception - Yes___ No___ Others: _____

ENTERTAINMENT

- DJ
 Live Band
 Guest Speakers

Catering Services Request

- Continental Breakfast Morning Break Hot Breakfast Deli Buffet Hot Lunch Boxed Lunch Afternoon Snacks
 Plated Buffet Plated Served Passed hors 'oeuvre Beverage Stations Cash Bar
 Center Pieces Fresh flowers Silk flowers Table Cloths & Napkins Registration Table Head Table
 Event Planner/Coordinator
 Alcohol will be Served: Yes No

The following is required for events past 10pm and when alcohol is served:

Professional bar tenders/security officers. A service fee will be charged accordingly.

(The person booking event will be responsible for the payment of the fees associated with these services)

Event Audio/Visual Resources

AV support fees apply to all multimedia presentations to include power point and audio/visual presentation.

(Based upon request)

- A/V Services planning (prices based on request)
 PowerPoint presentation (**submit presentation to event center a minimum 5 business days prior to event**)
 Audio (CD player) (iPod) House PA System
 Pre-function screens
 Laptop
 Projector w/screen
 Wired microphone w/stand
 Wireless microphone w/stand or wireless lavalier Qty: _____
 Power Distro (\$150.00) is required by all bands and extensive power outsourcing Qty: _____
 DVD player Qty: _____
 Wireless presenter Qty: _____
 Conference call (price available upon request) Qty: _____
 Credit card outlet (**client must bring own credit card machine and cord**)
 Lighting packages (price available upon request)

Other Services

Set- up time preference:

- 1 hour prior to event start time (standard no charge).
 2 hour or more prior to the event (charges apply based upon availability)
 Need access to the event center for time other than the day of the event (charges may apply)
 Others _____

Police/Parking Services

Parking service requested (recommended for major events during business hours 8.a.m. to 5.p.m. charges may apply)

EVENT CENTER RESOURCES (see resources price list)

Stage w/skirting (8'X 6') (per deck) Qty: _____

Registration table (Pre-function Area 8'table) Qty: _____

Cocktail table Qty: _____

72" Round table Qty: _____

8 foot square table Qty: _____

6 foot square table Qty: _____

Easel Qty: _____

Podium Qty: _____

Table top podium Qty: _____

Bar stool (price available upon request) Qty: _____

ADDITIONAL RESOURCE LINK

Reservation procedure:

Event dates requested are not reserved until the event center receives your payment, electronic copy of your purchase order number or procurement card with a signed quote/contracts.

Name: _____ Signature: _____ Date: _____

Additional notes: _____