

NC A&T UNIVERSITY FOUNDATION

ALUMNI-EVENT CENTER

BALLROOM CHANGE REQUEST

Ballroom changes must be received a minimum of 5 business days prior to event. Availability for a new space and resources or date is not guaranteed.

Organization: _____

Contact Person: _____ Phone: _____ Email: _____

Current Reservation

Event Title: _____

Ballroom location: _____ Event Date: _____ Event Time: _____

Change Requested (Check all that apply)

Room change to: Full ballroom ___ Middle Ballroom ___ Merged Middle with two sides rooms ___

Aggie 101 or Price 103 ___ Blue 102 or Gold 101 ___ Foundation Conference Room ___

Alumni Conference Room ___ Executive Board ___ Lobby for Pre- Reception

Resources Request

Projector w/screen ___ Wired Microphone ___ Wireless Microphone ___ CD Player ___ Blu-ray/DVD Player ___

Skype Setup ___ Conference Phone ___ Table top Lectern ___ Podium ___ Podium w/Mic ___ Lavalier

Laptop -HDMI/VGA - Wireless Pointer ___ Live /Video Streaming ___ AV Tech & breakdown ___

AV Tech Support during event ___ # of Easel ___ # of Registration table ___ of # Chairs for ___

Provide details pertaining to each change requested below:

Change request agreement:

I understand and agree to abide by all the rules, policies, regulations of the event center and contracts executed related to this transaction.

Signature of Requestor: _____ Date: _____

SUBMIT TO:

Alumni -Foundation Event Center

info@aggieeventcenter.com

200 North Benbow Road Greensboro, NC 27411

Phone: 336-433-5566 Fax: 336-332-8445

AFEC OFFICE USE ONLY:

Date Approved: _____

Confirmation #: _____

Date for event update: _____