



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: _____

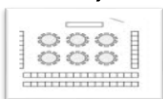
Publicity should be approved by the Alumni-Foundation Event Center. All students and student organizations are guided by NC A&T State University policies. (Students contact the Office of Student Development)

Please check the seating arrangement you desire for your event

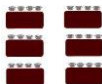
☐ Exhibition



☐ Gallery & workshop



☐ Classroom



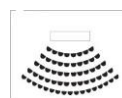
☐ U Shape



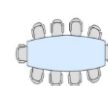
☐ Hallow



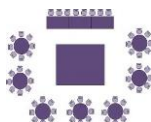
☐ Theatre



☐ Boardroom



☐ Dinner Dance



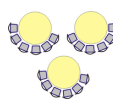
☐ Chevron



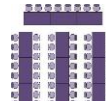
☐ Royal



☐ Cabaret



☐ Canteen



☐ T Shape



☐ Banquet



Other settings: _____

EVENT TYPE

- ☐ Food tasting ☐ Bachelor party ☐ Bachelorette party ☐ Banquet ☐ Family Reunion
☐ Bridal Shower ☐ Rehearsal ☐ Rehearsal dinner ☐ Fundraising ☐ Networking
☐ Wedding ceremony ☐ Pre-Reception ☐ Reception ☐ Workshop ☐ Forum ☐ Expo
☐ Bachelorette Brunch ☐ Seminar ☐ Business Meeting ☐ Trade show ☐ Exhibition ☐ Conference

Others: _____

Services

- ☐ Cash bar
☐ DJ
☐ Band
☐ Speakers
☐ 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 base 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 plasma screens
☐ Laptop
☐ LCD Projector w/screen
☐ Wired microphone w/stand
☐ Wireless microphone w/stand or wireless lavalier Qty: _____
☐ Power Distro (\$150.00) is required by all band 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: _____ |

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: _____