



# NC A&T ALUMNI EVENT CENTER Reservation & Request Form

Greensboro, NC 27411 Tel:(336) 433-556 Fax (336) 332- 8445 Visit us: [www.alumnieventcenter.com](http://www.alumnieventcenter.com)

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

Department: \_\_\_\_\_ Friends or Affiliate \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Best time to contact: \_\_\_\_\_ Evening Morning Afternoon

Date Desired: (1st) \_\_\_\_\_ (2nd) \_\_\_\_\_ (3rd) \_\_\_\_\_

**Please select each room or combine all five rooms**

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: \_\_\_\_\_

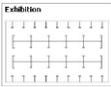
Event Description: \_\_\_\_\_

Event Purpose: \_\_\_\_\_; Publicity Mode: \_\_\_\_\_

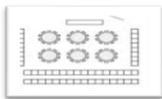
Publicity should be approved by the Alumni-Foundation Event Center. All students and student organizations are guided by NC A&T State University policies. (Students contact the Office of Student Development)

**Please check the seating arrangement you desire for your event**

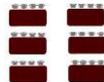
Exhibition



Gallery & workshop



Classroom



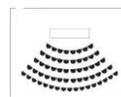
U Shape



Hallow



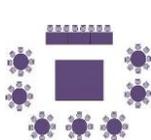
Theatre



Boardroom



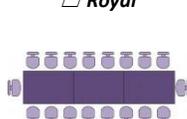
Dinner Dance



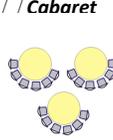
Chevron



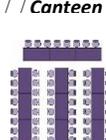
Royal



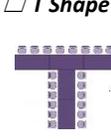
Cabaret



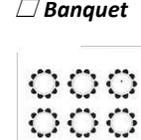
Canteen



T Shape



Banquet



Other settings: \_\_\_\_\_



**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: \_\_\_\_\_
- Regular 6 foot table 6 Available Qty: \_\_\_\_\_
- 72" Round table 75 Available Qty: \_\_\_\_\_
- 8-foot square table 15 Available Qty: \_\_\_\_\_
- Classroom 6-foot square table 36 Available Qty: \_\_\_\_\_
- Acrylic 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 or a procurement card with a signed Invoice.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Additional notes:

\_\_\_\_\_