

# 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](http://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"/> <b>Exhibition</b><br>   | <input type="checkbox"/> <b>Gallery &amp; workshop</b><br> | <input type="checkbox"/> <b>Classroom</b><br> | <input type="checkbox"/> <b>U Shape</b><br> | <input type="checkbox"/> <b>Hallow</b><br>  | <input type="checkbox"/> <b>Theatre</b><br> | <input type="checkbox"/> <b>Boardroom</b><br> |
| <input type="checkbox"/> <b>Dinner Dance</b><br> | <input type="checkbox"/> <b>Chevron</b><br>                | <input type="checkbox"/> <b>Royal</b><br>     | <input type="checkbox"/> <b>Cabaret</b><br> | <input type="checkbox"/> <b>Canteen</b><br> | <input type="checkbox"/> <b>T Shape</b><br> | <input type="checkbox"/> <b>Banquet</b><br>   |

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**

- Caterer Name \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_  
 Rental Company Name \_\_\_\_\_ Tel: \_\_\_\_\_  
 Band (may require (Destro/ Electrical power distributor for a fee of \$150.00)  
 Pre-Reception - Yes\_\_\_ No\_\_\_     Event Center Lobby (\$150.00 cleaning fee)  
 Center Pieces     Fresh flowers     Silk flowers     Table Cloths  
 Buffet     Plated     Pass hor 'oeuvre  
 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: \_\_\_\_\_