



FRIENDS & AFFILIATES 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

- 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: _____