

STEINBERG CONFERENCE CENTER
Request for Special Event

General Information

Name _____ Phone _____ Fax _____

Department _____ Address _____

Date(s) of Event _____ Event Name _____

Start Time _____ End Time _____ Number Expected to Attend _____

Function

_____ Meeting _____ Class _____ Conference _____ Other (please specify)

University Account Code *All 26 digits must be filled in*

CNAC ____ ORG _____ BUDGET CHK ____ FUND _____
OBJECT _____ PROGRAM _____ CENTER REF _____

Room Requirements *There is a charge associated with the use of all function space.*

_____ Amphitheater _____ Flat Floor _____ Breakout Room _____ Other (please describe)

Sleeping Room Requirements *There is a charge.*

_____ Suite (if available) _____ Standard

Food & Beverage

___ Breakfast ___ Lunch ___ Dinner ___ Mid-Morning Break ___ Afternoon Break
___ Other (please describe)

Meeting Room Support

There will be a charge for the use of support and/or equipment that exceeds the standard set-up.

Do you require AV or computer support? If so, please describe.

Use of the Steinberg Conference Center for University-related activities is based on availability. In most instances space commitments cannot be confirmed until 3-4 weeks prior to the event and some restrictions do apply. Requests must be made in writing. All information, including budget codes, must be provided in order to consider your request. Return your completed request to Kim Ridley by fax to 386-4304. Call 573-8460 if you have questions. Allow one week for processing.