

# Meeting Room Setup Request

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

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

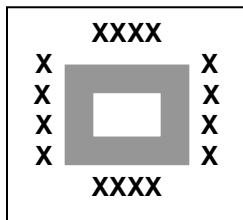
## Instructions

- 1) If your group does not need a meeting room you need not fill out and return this form – but please contact BRCC to let us know that you don't need a room.
- 2) You must return this form in order to be guaranteed a meeting room.
- 3) Indicate your setup preference.
- 4) Specify how many tables/chairs your group will need.
- 5) Describe additional needs in the space provided on the next page.
- 6) Fill out a Meeting Room Equipment Request (next page), if applicable. Please note that last-minute requests may not be possible to fulfill, so the earlier we receive your requests the better we can serve you!
- 7) Please mail, fax or email the completed forms to BRCC no later than 5-days prior to your arrival.

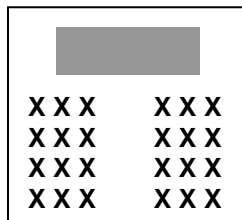
- ☐ Our group **does not** have specific room setup requirements.
- ☐ Our group has specific room setup requirements:

## Room Set Up Preference

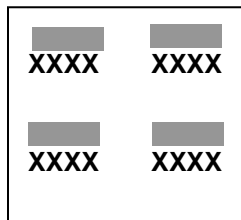
If you are unsure, please consult BRCC staff for best advice.  
Rooms are set up to be ready for your group prior to the start of your event.



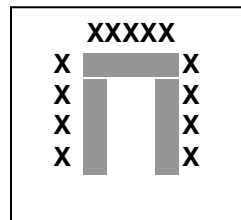
☐ Hollow Square



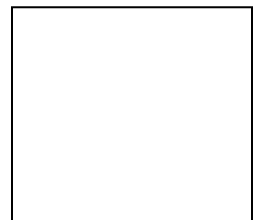
☐ Theater



☐ Classroom



☐ U-Shape



☐ Custom

Number of Tables Needed \_\_\_\_\_ (All tables are 30" X 72")

Number of Chairs Needed \_\_\_\_\_

- ☐ Our group needs \_\_\_\_\_ (#) **breakout spaces** in addition to our primary meeting space.
- ☐ Our group will be doing craft projects in our meeting room. **If yes, you must provide protective table & floor coverings.**
- ☐ Our group is bringing a band:  
☐ Electric  
☐ Acoustical  
**If you bring a band you may not get your first choice of meeting rooms because of the impact the noise may have on other groups' programs. Please discuss your program with BRCC staff so that proper arrangements can be made for the benefit of all guests.**
- ☐ Our group is bringing/using a sound system. **The use of a sound system may mean that you do not receive your first choice of meeting spaces because of possible noise issues. Discuss your intentions with BRCC staff so that proper arrangements can be made for the benefit of all guests.**

**Please make duplicates of this form as needed.**

# Meeting Room Equipment Request

## Presentation Equipment/Materials

### Item

- ☐ White board
- ☐ Easel
- ☐ Podium
- ☐ Projection Screen
- ☐ Music Stand\*
- ☐ Stage sections (4'x8' sections, 16" high)

### Quantity

\_\_\_\_\_  
 \_\_\_\_\_ (you may bring your own flipchart)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Multimedia Equipment

### Item

- ☐ TV/VCR/DVD Player
- ☐ Small Sound System\*
- ☐ Large Sound System\*
- ☐ Large Sound System\*
- ☐ LCD Projector\*
- ☐ CD Player\*
- ☐ Keyboard\*

### Quantity

\_\_\_\_\_  
 \_\_\_\_\_ (Includes: 1 microphone)  
 \_\_\_\_\_ (Includes: 2 or more microphones, 4 channel board)  
 \_\_\_\_\_ (Includes: 2 or more microphones, 16 channel board)  
 \_\_\_\_\_ (Laptop not provided)  
 \_\_\_\_\_  
 \_\_\_\_\_

Wireless internet is available in Upper Shuford Hall and in Corriher Lodge's Conference Room, Gathering Place and Lower Conference Room. There is no charge.

## Other Items

### Item

- ☐ Ice chest\*
- ☐ Six-foot table **w/o** chairs

### Quantity

\_\_\_\_\_  
 \_\_\_\_\_

### Item

- ☐ Additional trash bags

### Quantity

\_\_\_\_\_

\*Please check availability with BRCC

## Additional Requests:

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**Phone:** 828-295-7813  
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