

# HLV Meetings and Events Form

Meeting/Event Date: \_\_\_\_\_ Committee \_\_\_\_\_

Time: Begins \_\_\_\_\_ Estimated End Time \_\_\_\_\_

Number of Anticipated Attendance \_\_\_\_\_

Room Set-Up: \_\_\_\_\_ Standard Meeting Set up \_\_\_\_\_ Special Event Set up

Will You Need the Microphone ? \_\_\_\_\_

Will You Need the Telephone Conference Calling ? \_\_\_\_\_

Special Event Set-Up. Please describe as best you can what you will need for your event.

Feel free to submit a drawing on the back side of this form.

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Committee Chairperson \_\_\_\_\_ Date \_\_\_\_\_