

William L. Yates Conference Center Facilities Request Form



Name/Contact _____ Today's Date: _____
 Organization: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone: _____ Email: _____

Name of Function/Meeting: _____
 Date of Function/Meeting: _____
 Meeting Time: _____ to _____ (actual event times) Registration Begins: _____
 Arrival Time: _____ (on meeting day)
 Number of Attendees: _____

Catering/Beverages (see Menus & Beverage Service form) deadline to reduce catering count 3:00pm, 4 business days prior to event

Catering

- Breakfast Time: _____
- AM Snack Time: _____
- Lunch Time: _____
- PM Snack Time: _____
- Dinner Time: _____
- Reception Time: _____
- Other Catering (Please Specify) _____

Beverages

- Coffee
- Soft Drinks
- Bottled Water
- Lemonade/Crystal Light

Room Set Up

- Classroom
- Inverted Chevron
- Hollow Square
- U-Shape
- Panel Table Panel Time _____ Number of Panelists _____
- Crescent Rounds (6 chairs)
- Banquet Rounds (8 chairs)
- Pods
- Theatre
- Exhibit Table/s _____
- Table/s for Handouts
- Registration Table
- Other (Please Specify) _____

Audiovisual Equipment (or include Audiovisual Request form)

- NO EQUIPMENT NEEDED
- Determine Closer to Meeting
- Laptop
- LCD Projector/s
- Screen/s
- Side Wall Screen (Congaree only)
- Electronic White Board
- Skype
- LCD Cart (using client's laptop/projector)
- Conference/Speaker Phone (Waccamaw)
- Audio Conferencing (Saluda/Edisto)
- Presentation Remote/Laser Pointer
- High Speed Internet
- Lavalier Microphone/s
- Handheld Microphone/s
- Microphone Stand/s
- Easel with Pad & Markers
- Dry Erase Board w/Markers
- Display Easel
- Tabletop Podium
- Podium (with Attached Microphone-Congaree)
- DVD Player
- CD Player
- Other (Please Specify) _____

FOR OFFICE USE ONLY

- Congaree
- Saluda
- Board Room
- A#**
- Saluda/Edisto
- Edisto
- Waccamaw