



CORPORATE MEETING SPACE REQUEST FORM

Submit Requests to aeastman@nacubo.org by May 17, 2019.

A confirmation of receipt will be sent to main contact. Space allocations will be determined by June 16, 2019.

Notifications will be sent to event contact on or by June 21, 2019.

Disclaimer: By submitting this form, the requestor understands that this meeting/event may not be approved should it be in conflict with a NACUBO annual meeting function. There is no guarantee of venue requested. Meeting space will be assigned based on availability. All expenses associated with the above mentioned meeting are the sole responsibility of the company listed; not NACUBO.

Date of Request:

Request #: _____ of _____

MAIN CONTACT INFORMATION

Name:

Onsite Contact? YES NO

Phone:

Email:

Onsite Contact Name:

Email:

EVENT INFORMATION

Name of Function (used to reference event):

Expected Attendance:

Is this event invitation only? YES NO

Please select the venue for your function: JW Marriott Austin Convention Center

Preferred Date(s)

<input type="checkbox"/> Friday, July 12 Start Time: End Time:	<input type="checkbox"/> Saturday, July 13 Start Time: End Time:	<input type="checkbox"/> Sunday, July 14 Start Time: End Time:	<input type="checkbox"/> Monday, July 15 Start Time: End Time:	<input type="checkbox"/> Tuesday, July 16 Start Time: End Time:
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In order to assign appropriate space for your function, please answer the following :

Function Type-Please choose one.	Room Set-up	Audio Visual Requirements
<input type="checkbox"/> One-on-One Meeting <input type="checkbox"/> Team/Group Meeting <input type="checkbox"/> Demonstration/Lab <input type="checkbox"/> Formal Reception <input type="checkbox"/> Cocktail Hour <input type="checkbox"/> Other:	<input type="checkbox"/> Conference <input type="checkbox"/> U-shape <input type="checkbox"/> Hollow square <input type="checkbox"/> Classroom <input type="checkbox"/> Theater <input type="checkbox"/> Rounds <input type="checkbox"/> Crescent Rounds	Will audio visual be required? <input type="checkbox"/> YES <input type="checkbox"/> NO
		Food & Beverage Required? <input type="checkbox"/> YES <input type="checkbox"/> NO

COMMENTS

Internal Use Only

Approved Exhibitor: YES NO Approved Sponsor: YES NO

Meeting Space Assigned:

Confirmation Sent: