



INTERNAL RESERVATION REQUEST FORM

CONFERENCE & SPECIAL EVENTS VENUES

This form should be submitted by GPTC departments wanting to use the Conference Center for official school sanctioned events. School sanctioned events fulfill or support the mission of GPTC, are funded by GPTC resources, and are planned and supervised by a GPTC department. The activity or event must be under supervision of a GPTC employee for the duration of the event. It is the responsibility of the GPTC employee to secure logistical support, such as facilities services, and audio/visual technology.

Reservation requests that do not meet the above qualifications must be submitted using the [Conference Center Client Reservation Form](#).

CONTACT INFORMATION

Primary Contact Name Department

Phone Number GPTC E-mail

(OPTIONAL)

Secondary Contact Name

Secondary Phone Number Secondary E-mail

Are you collaborating with an external entity to host this event?

If "yes" above, please enter the name of partner/external entity

EVENT INFORMATION

Location

Event Date(s) Expected Amount of Attendees

Name of Event Type of Event

Event set-up time AM PM Event start time AM PM

Event end time AM PM Event breakdown time AM PM

Do you intend to serve food?

SETUP INFORMATION

Select your setup style below

Banquet Style (rounds) 	Boardroom 	Classroom 	Hollow Square 	Theater 	U Shape 	?
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Banquet
 Boardroom
 Classroom
 Hollow Sq.
 Theater
 U Shape
 Other/Custom

MUSIC INFORMATION

If you will have music at your event, please indicate how the music will be played:

- Live musicians, band, or performers DJ CD or playlist

AUDIO/VISUAL EQUIPMENT AND SUPPORT

Please indicate if you need any of the following:

- Projector and screen
 Laptop
 Podium
 Microphone
 Wireless presentation remote
 Teleconferencing capabilities
 Specialty lighting
 Line Out
 Dedicated A/V Technician

OTHER ITEMS AND SERVICES

Please indicate if you need any of the following:

- Power strip/extension cord --Qty. _____
 Easel --Qty. _____
 Flip chart/dry erase board --Qty. _____
 Stage (6'x8' piece, up to four pieces) --Qty. _____
 Dance Floor
 Grand piano--*available only at the DeKalb Conference Center*

Special notes or instructions

Thank you for submitting your request. Please allow up to five (5) business days for processing.
Note that this request form is non-binding, and your reservation *is not* confirmed until you have confirmation of your reservation.