Name of Group:

Contact person/Name of Supervisor in charge of event:

Address:

Email address:

Telephone number:

Name of event:

Type of event:

Date of event:

Exact arrival time:

Exact time of event (starting time and ending time):

Exact departure time:

What Montcalm Community College campus would you like to use (Sidney or Greenville):

What room/rooms you would like to use:

Number of people attending event so the proper size room to accommodate your group can be scheduled:

Type of tables and/or room setup that you are requesting:

Do you need extra tables (example   for food, registration, vendor booths, etc.)? If yes include how many:

Do you need extra chairs (example   for registration, vendor booths, etc.)? If yes include how many:

Do you need to use the teaching station/LCD projector?

Do you need on-site technology support to be present for your entire event?

Do you need to use an Overhead projector (this is used for projecting transparencies)?

Do you need a microphone   If yes please indicate lapel, handheld, hand-held wireless, gooseneck or podium?

Do you need sound equipment?

Do you need an easel   If yes please indicate flip chart easel or display easel?

Do you need a flip chart (this consists of use of 1-flip chart easel, 1-flip chart paper pad & 1-4 pack of permanent markers)?

Do you need a podium? If yes please choose lighted or non-lighted (lighted may not be available in all locations)?