Olivet Incubation & Training Center
An Initiative of the Olivet Sharing Corporation

OITC

MEETING ROOM & EVENT REQUEST FORM

_____	_____	_____	_____
Day	Date	Beginning Time	Ending Time
_____	_____	_____	_____
Sponsor	Contact Person	Phone	Fax

Event Description: _____

Conference Room_____ Class Room_____ Both _____

Number of Attendees: _____

Audio/Visual Equipment & Supplies available upon request

Equipment needs:

Free Podium ___
$15 Microphone/Amp___
$20 LCD Projector ___
$15 Screen ___
$25 Laptop ___
$15 TV ___
$15 VCR ___
$10 Flipchart/Markers___
$ Overhead Projector ___
Other ___

Food Service (provided by the OITC Restaurant Tenant)

___ Continental Breakfast/Coffee
___ Coffee only
___ Morning Snacks
___ Lunch ___ Hot ___ Box
___ Afternoon Snacks
___ Afternoon Beverages
___ Dinner

For night and/or weekend functions additional fees of $25.00 for each room rental are required.