



## RELATED MEETING REQUEST FORM: **DUE 10/01/2019**

### 1. CONTACT INFORMATION:

Contact Person: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Name and email of person in charge of the details for meeting or function:  
(if different than contact person above) \_\_\_\_\_

### 2. PROGRAM INFORMATION:

Name of Meeting (as it should appear in the published program):  
\_\_\_\_\_

\_\_\_ Please list as "by invitation only" in the program.

\_\_\_ Please **DO NOT** list the meeting in the printed or online program.

1<sup>st</sup> Choice Date: \_\_\_ Sun 1/26 \_\_\_ Mon 1/27 \_\_\_ Tues 1/28 \_\_\_ Wed 1/29

1<sup>st</sup> Choice Time (start & end): \_\_\_\_\_

2<sup>nd</sup> Choice Date: \_\_\_ Sun 1/26 \_\_\_ Mon 1/27 \_\_\_ Tues 1/28 \_\_\_ Wed 1/29

2<sup>nd</sup> Choice Time (start & end): \_\_\_\_\_

List any meetings with which you would prefer not to overlap or must not conflict:  
\_\_\_\_\_

### 3. SET UP INFORMATION:

Estimated Group Size: \_\_\_\_\_

Preferred Seating: Note: Group size is limited with some seating arrangements.

- a. \_\_\_ theater (rows of chairs only)
- b. \_\_\_ conference table/hollow square (#)\_\_\_\_\_ people, with peripheral seating for (#)\_\_\_\_\_
- c. \_\_\_ U-shape with opening for A/V (#)\_\_\_\_\_ people at table, with peripheral seating for (#)\_\_\_\_\_
- d. \_\_\_ banquet (round tables and chairs)
- e. \_\_\_ reception (scattered round tables and chairs)
- f. \_\_\_ head table for: \_\_\_\_\_
- g. \_\_\_ standing podium

Audio-Visual needed? \_\_\_ Yes \_\_\_ No If yes, please indicate your needs here (e.g., projector and screen, wi-fi, flip chart)

Food or beverage? \_\_\_ Yes \_\_\_ No

Please indicate whether or not you want to include any refreshments during your function (Pricing and Instructions for ordering will be sent with your confirmation.)

**Submit by October 1, 2019 to:** Delaney Meeting & Event Management, 1 Mill Street #315, Burlington, VT 05401  
**Email to:** meg@delaneymeetingevent.com. **For questions call:** 802-865-5202