## Event Specifications Guide

Planning your event at the Henry Center? Here is a guide to make sure our staff can help you make every detail of your event meet your needs.

### Contact Information

<table>
<thead>
<tr>
<th>Event Name:</th>
<th>On-Site Contact (if different from planning):</th>
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<tbody>
<tr>
<td>Organization:</td>
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<td>Address:</td>
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| Planning Contact: | |
| Title: | |
| Phone: | |
| Fax: | |
| E-mail: | |

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### Meeting Information

| Date(s): | |
| Time: (From) (To) | |
| Room Setup By: | |
| Number of Attendees: | |
| Post as: | |

| Hotel Requirements: | Yes [ ] No [ ] |
| Arrival: | |
| Departure: | |
| Number of Studio Suites: | |
| Number of One Bedroom Suites: | |
| Individual Pay [ ] Individual Reservation [ ] |
| Master Bill [ ] Rooming List [ ] |

### Room Setup

- [ ] Classroom
- [ ] Theatre
- [ ] U-Shape
- [ ] Conference
- [ ] Crescent Rounds of _____
- [ ] Hollow Square
- [ ] Solid Square
- [ ] Banquet
- [ ] Reception

**Non-Flexible Rooms:**
- 2 Large Tiered Amphitheaters (100 people each)
- 2 Small Tiered Classrooms (49 people each)
- 1 Boardroom (16 people)
- 1 Conference Room (10 people)

**Flexible Rooms:**
- B106 & B107 (46-52 people wall closed/128 people wall open)
- 16 Breakout Rooms/8 Double Breakouts (16-32 people)
- 4 Breakout Rooms/1 Quad Room/2 Double Breakouts (45 people as Quad)

*For banquets and other flat floor locations, please contact our staff about alternative options.*

### Notes
### Audiovisual Requirements

- [ ] Projector/Screen
- [ ] AV Cart
- [ ] Laptop
- [ ] Internet Access
- [ ] Document Camera
- [ ] TV
- [ ] VCR Player
- [ ] DVD Player
- [ ] Flip Chart
- [ ] Regular Paper
- [ ] Adhesive Paper
- [ ] Whiteboard
- [ ] Easel
- [ ] Extension Cord
- [ ] Power Strip
- [ ] 4’ x 8’ Section of Riser ($25/section to rent through University Club)
- [ ] Standing Lectern with Amplification
- [ ] Wireless Microphone
  (only available in rooms with house sound system)
  - Handheld
  - Lapel
- [ ] Corded Microphone
- [ ] Conference Phone
- [ ] Other ____________________________

If you are using **A169, A170, B119, B120, B106 or B107**, please note that your room comes standard with a Tech Cart providing a built-in computer, guest laptop connection, DVD/VHS player, wireless lapel and handheld microphones, Ethernet connections and conference phone.

*For Webcasting & Videoconferencing please contact an event manager for more information and details.*

### Food & Beverage Requirements

- [ ] Hot Breakfast Buffet
- [ ] Continuous AM Break Service (7:00 to 11:00 am)
- [ ] Lunch Buffet (11:30 am to 1:30 pm)
- [ ] Continuous PM Break Service (1:00 to 4:30 pm)
- [ ] Dinner Buffet

*Please contact your event manager to plan a customized menu for private meals and receptions*

**Special Dietary Requests:**

The Henry Center is proud to serve a wide variety of meals and refreshments which are offered all day continuously and in plentiful quantities. Break service is served in specific areas around the facility in close proximity to meeting rooms. Meal service is offered as a buffet held in the Atrium, which is an elegant dining room with reserved seating.

### Miscellaneous

- [ ] Registration Table
- [ ] Materials Table
- [ ] Vendor Table
- [ ] Extra Table
- [ ] Extra Chair

**Items to be Shipped to Henry Center Before Event:**

**Items to be Shipped from Henry Center After Event:**

### Accessibility Requirements:

**Notes**