

**Requirements of an Event to be held at the Inn at VT and Skelton
Conference Center
7/14/07**

Please submit to Janet Johnson in writing or by email at janetmj@ntelos.net

Title of event

Date and time of event

Number attending

Day 1

Day 2

Registration needs

Record of who is registered, break-out assignments, other
Nametags

Hand out needs - if extensive to be coordinated with Continuing Education

Room needs – Will meeting room be classroom (seating with surface for writing)
or Theater style (chairs only) and AV needs

If classroom style is conference style (square) or U shape wanted so all
participants may have eye contact?

How many break out rooms will be needed? How set up?

Food Requirements - Dates and time preferences of each meal

Public Buffet or planned meal

If planned – buffet or plated or box meal?

Menu preferences - can supply menus

Number attending each meal – must give a rough estimate 2 weeks
before and confirm 72 hours in advance.

Breaks

Food for breaks is continuous in Upper Quad area
Is an upgrade wanted – muffins, a hot item?

Sleeping Rooms - Will a block of sleeping rooms be reserved? How many?
What nights?

Will a room list be provided?

Will they make their own reservations?

Expectations of financial responsibility – what will Rotary pay for and what is the responsibility of the individual.

If the District is to pay for some rooms, please provide a list of guests.

For all others, you may wish to state in the meeting information that a block of rooms has been reserved for the participants until Date. Please make your reservation before then and indicate you are with Rotary. All participants are responsible for their lodging.

Billing process – how will master account be billed, who is responsible?

Other needs