

# Meet CONVENE & Educate



## Event Checklist

**Event Name:** \_\_\_\_\_ **Event Date:** \_\_\_\_\_

Indicate equipment, furnishing, and/or refreshment requests from the list below. This information must be received at least one week before your event. Return completed checklist to Conference Services, P.O. Box 1987, Abingdon, Virginia 24212, or FAX to 276-619-4309 or email to svanhook@swcenter or jbrooks@swcenter. (Prices are **per day** for equipment used on site and are subject to change.)

### A/V EQUIPMENT

- \_\_\_\_\_ audio tape player/recorder (\$0)  
**(purchase tapes at Information Desk)**
- \_\_\_\_\_ C/D player (\$0)
- \_\_\_\_\_ computer (\$0)
- \_\_\_\_\_ multimedia projector-LCD (\$0)
- \_\_\_\_\_ document camera-Elmo (\$0)
- \_\_\_\_\_ conference call originating  
**(current telephone rates)**
- \_\_\_\_\_ conference call receiving (\$0)
- \_\_\_\_\_ Internet connection (\$0)
- \_\_\_\_\_ microphone-wireless (\$0) **Grand Hall, 103, Exe Auditorium, 222, & 240 only**
- \_\_\_\_\_ microphone-lavalier (\$0) **Grand Hall, 103, Exe Auditorium, 222, & 240 only**
- \_\_\_\_\_ overhead projector-transparencies (\$0)
- \_\_\_\_\_ power-strips for multiple laptops (\$0)
- \_\_\_\_\_ satellite connection (\$25)
- \_\_\_\_\_ screen (\$0)
- \_\_\_\_\_ smart board symposium (\$0)
- \_\_\_\_\_ spotlights **Grand Hall only**
- \_\_\_\_\_ telephone line (\$25)  
**(for credit card machine)**
- \_\_\_\_\_ VCR w/ projector (\$0)
- \_\_\_\_\_ VHS-C video camera (\$50)  
**(purchase tapes at Information Desk)**
- \_\_\_\_\_ Video Conference connection (\$100/hr)
- \_\_\_\_\_ Video Conference bridge (\$200/hour)

### FURNISHINGS

- \_\_\_\_\_ a/v table (\$3)
- \_\_\_\_\_ dance floor 27'x 30' (\$200)
- \_\_\_\_\_ display table 6'x2' (\$10)
- \_\_\_\_\_ easel (\$5)
- \_\_\_\_\_ flip chart stand (\$5)
- \_\_\_\_\_ flip chart stand w/paper (\$22)
- \_\_\_\_\_ head banquet table (\$10)
- \_\_\_\_\_ panel table (\$10)
- \_\_\_\_\_ panel chairs (\$0)
- \_\_\_\_\_ podium (\$0)
- \_\_\_\_\_ registration table (\$10)
- \_\_\_\_\_ refreshment table (\$12.50)
- \_\_\_\_\_ sign holder-brass (\$0)
- \_\_\_\_\_ stage, medium (\$0) **(Grand Hall only)**

### REFRESHMENTS

- \_\_\_\_\_ assorted juice (\$1 each)
- \_\_\_\_\_ water pitcher (\$0 each)
- \_\_\_\_\_ 10-cup coffee pot-regular (\$12 each)
- \_\_\_\_\_ 10-cup coffee pot-decaf (\$12 each)
- \_\_\_\_\_ soft drinks (\$1 each)
- \_\_\_\_\_ 10-cup ice tea pitcher (\$8 each)
- \_\_\_\_\_ hot tea (\$.75 per cup)
- \_\_\_\_\_ assorted danish (\$1 each)
- \_\_\_\_\_ assorted muffins (\$1 each)
- \_\_\_\_\_ cereal bars (\$1 each)
- \_\_\_\_\_ cinnamon rolls (\$1 each)
- \_\_\_\_\_ croissants (\$1 each)
- \_\_\_\_\_ fresh fruit tray (serves 10 \$20)
- \_\_\_\_\_ snack foods (\$1 per bag)
- \_\_\_\_\_ assorted cookies (\$1 ea.)
- \_\_\_\_\_ assorted brownies (\$1 ea.)
- \_\_\_\_\_ whole fruit (\$1.25 per piece)
- \_\_\_\_\_ yogurt (\$1 each)

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_  
(Authorizes responsibility and payment)