

**In-House Meeting Request**

Complete & return this form to: catering@wingilariver.com

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| Meeting Name: | Event Date: |
| Requesting Department: | Start Time: |
| Requested by. Ext#: | End Time: |
| Manager or Director Approval:  |

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| Meeting Room Requested:  |  Can you consider any property?: Yes No  |
| External Guests Attending: Yes No | Seating for Guests |
| AV Requirements: (check all that apply) | Meeting Room Setup: (check all that apply) |
| Flip Chart | Theater | Rounds |
| Screen | Conference | Crescent Rounds |
| Projector | Classroom | Standing Podium |
| Polycom Speaker Phone | U-Shape | Tabletop Podium |
| Other: | Hollow Square | Other |

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| Food & Beverage Requirements: |
| Special Requests: |
| Budget Transfer # / Billing Arrangements: |
| **Director Signature Approval Required for Internal Meeting Request including F&B & Audio Visual** |
| Director Approval:  |

**PLEASE NOTE:**

* All in-house meetings are subject to room changes to accommodate group business or operational needs.
* “Standard In-House Meeting Room Set” includes a Water Station and Glassware.
* No Pens or Papers Provided.
* Your event is not confirmed until the details above are on a Event Order (EO) and signed and returned to Event Services.
* Please submit requests no later than 3 days prior to desired event date. If F&B is desired, requests to be made 7 days prior.

Effective 9/14/18