



Managed by STIMULUS Engineering

Event: _____ **Date(s):** _____

Training Rooms *Please complete and check all that apply*

Number of Attendees _____

Single Room

\$150

Day(s)

Total

Single Room with Projector and Screen

\$200

Double Room

\$250

Double Room with Projector and Screen

\$300

Room Configuration

(Classroom, Pods, U-Shape, etc.)

Computer Requirements *Please enter the total computers needed*

Number of computers needed? _____

(\$40/computer/day)

(\$20/computer/each additional day)

IT Accommodations *Please enter the total hours needed*

Hours needed? _____

(On-site support room support)

(\$20/hour)

Site and Room Accommodations *Fee will be automatically applied*

\$50/day

(Includes set up, tear down and cleaning)

Training Room Materials

Check all that apply

		Day(s)	Total
Printer Capability	\$10/day <input type="checkbox"/>	_____	_____
Flipchart Pad <i>(Includes markers and easel)</i>	\$25/pad <input type="checkbox"/>	_____	_____
Whiteboard <i>(Includes markers/erasers)</i>	\$40/day <input type="checkbox"/>	_____	_____
Portable Sound System <i>(Power speaker with stand and microphone with stand)</i>	\$100/day <input type="checkbox"/>	_____	_____

Grand Total: _____

Other comments/requirements:

X _____
Signature

X _____
Date

Contact Information

Name: _____

Phone #: _____

Email: _____

What would you like your room signage to say?

(i.e. Financial Training)