



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

Training Rooms *Please complete and check all that apply*

Number of Attendees _____

		Day(s)	Total
<i>Single Room</i>	\$150	<input type="checkbox"/>	_____
<i>Double Room</i>	\$250	<input type="checkbox"/>	_____
<i>Room Configuration</i>	_____		
<i>(Classroom, Pods, U-Shape, etc.)</i>			

Computer Requirements *Please enter the total computers needed*

Number of computers needed? _____

(\$40/computer/day)

(\$20/computer/each additional day)

(If you are providing your own computer please make sure your computer is VGA compatible)

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"/>	_____	_____
Projector and Screen	\$50	<input type="checkbox"/>	_____	_____
Polycom	\$25/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

Company Name: _____

Name: _____

Address: _____

Phone #: _____

Email: _____

What would you like your room signage to say?

(i.e. Financial Training)