

Return Completed Form by  
December 23, 2005  
**Attn: Jacqueline Osborne**  
Fax: 202-331-9334  
Email: josborne@ahqa.org

### Meeting Management Information Form

**(Please Note: There is NO charge for meeting space. If your organization orders audio visual, food/beverage, etc., you are responsible for payment NOT AHQA).**

#### 1. Contact Information

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Reserved by: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Functions Begins (time): \_\_\_\_\_

Function Ends (time): \_\_\_\_\_

**Room Assigned:** \_\_\_\_\_

#### 2. Room Set Up (please check one):

- Theatre
- Schoolroom
- Rounds of 8
- U Shape
- Conference
- Hollow Square
- Rounds of 10
- Reception

Speaker Table to Seat \_\_\_\_\_

#### 3. Number of Microphones Required

Floor Lectern with microphone \_\_\_\_\_

Table Lectern with microphone \_\_\_\_\_

Lavaliere \_\_\_\_\_

Aisle \_\_\_\_\_

Table \_\_\_\_\_

#### 4. Audio Visual Equipment Required

- Data Projector (LCD)
- 35mm Slide & Screen
- Overhead Projector & Screen
- Laser Pointer

\_\_\_\_\_ 6' Tables

\_\_\_\_\_ Easels

\_\_\_\_\_ Pads/Pencils

\_\_\_\_\_ Flip Charts w/Markers

\_\_\_\_\_ Corkboard/Chalkboard

\_\_\_\_\_ Ice water/glasses

#### 5. Other Equipment Required

6. Number of people guaranteed \_\_\_\_\_

#### 7. Meeting Listed in Conference Program and Signage Provided

- \$20 *payment must accompany form*

8. **List all food and beverage and time to be served:**

9. **Comments**