

Request for Meeting Space during Annual Conference – May 31 – June 2, 2012

Return this form to Mary Bode before May 7, 2012 to be included in Conference Resource Packet. Address: 1012 Mulberry Place, Toms River 08753 or e-mail wmbode@aol.com

Person Requesting _____

E-mail _____

Telephone _____ Fax _____

Address _____

Group Requesting Meeting Space (name you wish to be identified by)

Brief Promotional Sentence For Your Meeting

Number of Persons You Anticipate Attending _____

Preferred Day- Give 1st, 2nd, and 3rd choice-----Will be confirmed in May

___ Thurs. ___ Fri. ___ Sat.

GNJAC CAN PROVIDE A MICROPHONE AND PODIUM AT NO COST. Any other equipment must be rented by the group or brought in.

Do you need either of these? ___ Podium ___ Microphone

We are considering renting / bringing our own equipment. ___ Yes ___ No
An information sheet regarding equipment rented or brought in will be sent to groups checking "yes."

Room Set Up: ___ head table ___ table for handouts/check in

Additional Meals Needed For Guests Not Registered Through GNJAC _____

Please DO NOT bring any food/beverages into your meeting event other that ordered through Site Team.

Are there any Attendees that need SPECIAL ARRANGEMENTS? _____

PLEASE NOTE: All meeting locations will be included in Conference Resource Packets and posted with Conference and Hotel Staff if requests are received by the 5-07-12 deadline.