Please complete and return via email or fax to 314.286.2200 along with your meeting agenda.

**Audio Visual**

- Data/Video projector
- EPNEC laptop
- Client laptop
- Lectern*
- Lectem*
- DVD (player only)
- CD player
- Microphone – lectem*
- Microphone – wireless lapel*
- Microphone – wireless Handheld*
- Microphone – audience*
- Conference Phone with line
- Telephone line with phone
- Video Recording service
- Documnet camera
- Microphone – wireless Handheld*
- Audio Recording service MP3
- A/V Cart, Skirt and Power
- Microphone – audience*
- Teleconference
- Conference Phone with line
- Telephone line with phone
- Panel discussion table, for how many? __________
- Technician Services needed for duration of meeting (hourly charge)

*Not available on third floor.

**Additional charges will apply.

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**Event name for signage** ____________________________  **Date(s)** ____________________________

**On-Site Contact** ____________________________  **Arrival Time** ____________________________

**EMERGENCY Contact Name** ____________________________  **Phone** ____________________________

**Furnishings**

- Registration table for how many? ___  ___ Table skirting, for registration table**
- Vendor/Exhibitor tables, how many?** ___  ___ Table skirting, for materials table(s)**
- Materials table (2’ x 5’ table) ___  ___ Floor easel (A-frame for signage)
- Table linen(s), for registration table(s)** ___  ___ Flipchart with markers**
- Table linen(s), for materials table(s)** ___  ___ Whiteboard with markers**

Discuss decorations, centerpieces, special linens with conference coordinator

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**Room Set**

- Great Rooms A and/or B and 3rd Floor Rooms
- U-shape  Closed U  Classroom  Round tables for 8  Round tables, set crescent for 6**

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**Break Out Rooms**

- Seating style ____________________________  Number of people per room ____________________________
- Audio Visual needs for Break Out Rooms ____________________________

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**Rehearsal time**

- Is rehearsal time needed?** ___ Yes ___ No (Please make arrangements with your coordinator.)

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**Parking and Directions**

- Validate attendee parking ___ Yes ___ No (See Parking Sheet for more information.)
- Due to current campus construction, online and GPS mapping services are not accurate. Please ask coordinator or log onto www.epnec.wustl.edu for current map and driving directions to EPNEC.

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**Deliveries**

- Please make arrangements for shipping and storage of materials.
- Skids and pallets **not** accepted. Please mark delivery with meeting name and meeting date.
- Date of delivery ____________________________  Ship to: **320 S. Euclid, St Louis, MO  63110**

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*Additional charges will apply.

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12/10