



# Event Specification Guide

Planning your event at the Henry Center? Here is a guide to make sure our staff can help you make every detail of your event meet your needs.

## CONTACT INFORMATION

Planning

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

Event Name: \_\_\_\_\_

Organization

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

On-site

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

Address of

Organization: \_\_\_\_\_

## MEETING INFORMATION

Event Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Room Setup By: \_\_\_\_\_

Number of

Attendees: \_\_\_\_\_

Number of Breakout

Rooms: \_\_\_\_\_

Hotel Requirements: Yes  No

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Number of Studio Suites: \_\_\_\_\_

Number of One Bedrooms: \_\_\_\_\_

Individual  Master  Individual  Rooming

Pay Own Bill Reservation List

## ROOM SETUP

- Classroom
- Theater
- U-Shape
- Conference/Board
- Crescent Rounds of \_\_\_\_\_
- Hollow Square
- Solid Square
- Banquet/Rounds
- Reception

### Fixed Seating:

- 2 Large Tiered Amphitheatres (100 people each)
- 2 Small-Tiered Classrooms (49 people each)
- 1 Boardroom (16 people)
- 1 Conference Room (10 people)

### Flexible Rooms:

- B106 & B107 (46-52 people wall closed/ 128 people wall open)
- 16 Breakout Rooms/8 Double Breakouts (16-32 people)
- 4 Breakout Rooms/2 Double Breakouts/1 Quad Room (45 people as Quad)

***For banquets or other flat floor locations, please contact our staff about alternative options.***

## FOOD & BEVERAGE REQUIREMENTS

- Hot Breakfast Buffet
- Continuous AM Break Service  
(7:00 a.m. to 11:00 a.m.)
- Lunch Buffet  
(11:30 a.m. to 1:30 p.m.)
- Continuous PM Break Service  
(1:00 p.m. to 4:30 p.m.)
- Dinner Buffet

The Henry Center is proud to serve a wide variety of meals and refreshments which are offered all day continuously and in plentiful quantities. Break service is served in specific areas around the facility in close proximity to meeting rooms. Meal service is offered as a buffet held in the Atrium, an elegant dining room with reserved seating.

***Please contact your event manager to plan a customized menu for private meals and receptions.***

Special Dietary

Requests: \_\_\_\_\_

## AUDIOVISUAL REQUIREMENTS

Check if needed	Amount needed	Type of Audiovisual Equipment	Check if needed	Amount needed	Type of Audiovisual Equipment
<input type="checkbox"/>	_____	Projector/Screen	<input type="checkbox"/>	_____	Easel
<input type="checkbox"/>	_____	AV Presentation Cart (with power)	<input type="checkbox"/>	_____	Extension Cord
<input type="checkbox"/>	_____	Laptop	<input type="checkbox"/>	_____	Power Strip
<input type="checkbox"/>	_____	Internet Access	<input type="checkbox"/>	_____	4' x 8' Section of Riser <i>(\$25/section to rent through University Club)</i>
<input type="checkbox"/>	_____	Document Camera	<input type="checkbox"/>	_____	Standing Lectern with Amplification
<input type="checkbox"/>	_____	TV	<input type="checkbox"/>	_____	Wireless Handheld Microphone <i>(Only available in rooms with house sound system)</i>
<input type="checkbox"/>	_____	VCR Player	<input type="checkbox"/>	_____	Wireless Lapel Microphone <i>(Only available in rooms with house sound system)</i>
<input type="checkbox"/>	_____	DVD Player	<input type="checkbox"/>	_____	Corded Microphone <i>(Only available in rooms with house sound system)</i>
<input type="checkbox"/>	_____	Flip Chart	<input type="checkbox"/>	_____	Conference Phone
<input type="checkbox"/>	_____	Regular Paper	<input type="checkbox"/>	_____	Other: _____
<input type="checkbox"/>	_____	Adhesive Paper	<input type="checkbox"/>	_____	Other: _____
<input type="checkbox"/>	_____	Whiteboard	<input type="checkbox"/>	_____	Other: _____

If you are using A169, A170, B119, B120, B106 or B107, please note that your room comes standard with a Tech Cart providing a built-in computer, guest laptop connection, DVD/VHS player, wireless lapel and handheld microphones, Ethernet connections and conference phone.

Rooms with house sound system include A169, A170, A159 (Four Seasons Lounge), A150 (Atrium), B119, B120, B106 and B107.

*For Webcasting & Videoconferencing, please contact your event manager for more information and details.*

## MISCELLANEOUS

- Registration Table
- Materials Table
- Vendor Table
- Extra Table
- Extra Chair

Accessibility Needs: \_\_\_\_\_

Items to be shipped to the Henry Center before event: \_\_\_\_\_  
\_\_\_\_\_

Items to be shipped from the Henry Center after event: \_\_\_\_\_  
\_\_\_\_\_

## NOTES:

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