

HLV Meetings and Events Form

Meeting/Event Date: _____ Committee _____

Time: Begins _____ Estimated End Time _____

Number of Anticipated Attendance _____

Room Set-Up: _____ Standard Meeting Set up _____ Special Event Set up

Will You Need the Microphone ? _____

Will You Need the Telephone Conference Calling ? _____

Special Event Set-Up. Please describe as best you can what you will need for your event.

Feel free to submit a drawing on the back side of this form.

Committee Chairperson _____ Date _____