



AGC San Diego Chapter, Inc.
6212 Ferris Square • San Diego, CA 92121
Phone: (858) 558-7444 • Fax: (858) 558-8444

AGC ROOM RESERVATION FORM

COMPANY: _____

CONTACT PERSON: _____

PHONE: _____

E-mail: _____

AGC CONTACT: **Marcy Knopman**- Direct Line: 858-731-8162
e-mail: mknopman@agcsd.org
Fax: 858-558-8444

Date(s) requested: _____

TIME: _____ TO: _____

Number of attendees: _____ (we need exact number)

AGC staff will reserve a room based on availability and # of attendees.

AUDIO VISUAL EQUIPMENT NEEDED:

___ dry erase board or flip chart ___ projector screen (*comes down from ceiling*)

___ doc cam (*similar to overhead projector*)

___ instructor laptop needed

Please note: If you will be needing software to be installed for the laptops, you will need to contact **Jim Norris at Data Net Solutions – (760-466-1241) a week prior to class.**

Software to install _____ Date installed _____ Date uninstalled _____

of computers requested _____ (20 max)

Will your instructor be using his/her own laptop? Yes ___ No ___

CATERING NEEDS

Will you be requiring AGC to handle your catering needs? Yes _____ No _____
(Along with the cost of the meal, a 20% fee will be charged for any coordination and set-up)

If yes, please specify what you will need:

Morning:

- _____ coffee (\$20.00 per pot)
- _____ water (\$2.00 per bottle)
- _____ donuts (AGC staff can pick-up – cost will be added on invoice)
- _____ or continental breakfast (includes muffins, pastries, bagels, fruit, coffee, orange juice)

Lunch:



_____ Time you would like to break for lunch

- _____ deli sandwiches/salad/fruit/chips/cookies/soda/water
- _____ other (call for menu or other options)

Afternoon Snack: Yes _____ No _____



_____ Time you would like an afternoon snack

(Includes variety of items such as granola bars, chips, nuts, cookies. etc.)

All food and beverages need to be consumed in our Break Room. We kindly request that no food/drinks be consumed in the classrooms.

ROOM SET UP

- _____ **classroom style**
- _____ **board room style**
- _____ **other**