



Agreement Request

Date of Request: _____

Contact Name: _____

Company Name: _____

Telephone No: _____

E-Mail Address: _____

Address: _____

Website: _____

Event Name: _____

(How attendees will identify your meeting)

Event Type: _____

(Summer Camp, conference, training, etc.)

Event Date(s): _____

Event Start Time: _____

Event End Time: _____

Prep Date & Time: _____

Strike Date & Time: _____

Expected Attendance: _____ Will participants be under 18 years old: _____

How many will need access to the classroom computers? _____

(If applicable)

Will you access the internet? _____ If yes, describe purpose and list websites below:

Venue Type: _____

(Auditorium, computer lab, classroom, etc.)

Will food be provided: _____ If yes, where will food be served: _____

Special requests or comments: _____
