



NCA&T ALUMNI EVENT CENTER Reservation & Request Form

200 North Benbow Rd Greensboro, NC 27411 Tel:(336) 433-556 Fax (336) 332- 8445
Visit us: www.alumnieventcenter.com

PLEASE COMPLETE THIS APPLICATION AND RETURN TO THE EVENT CENTER FOR REVIEW AND PROCESSING

Department: _____ Friends /Affiliate _____

Name: _____

Address: _____ City: _____ St. _____ Zip _____ Telephone: _____ Fax: _____

Email: _____

Best time to contact: _____ ☐Evening ☐Morning ☐Afternoon

Date Desired: (1st) _____ (2nd) _____ (3rd) _____ (4th) _____

(5) _____ (6th) _____ (7th) _____ Others _____

Select Ballroom that suits your event

☐Preeminent Ballroom ☐ Blue102 OR ☐Gold 104 ☐Aggie 101 OR ☐ Pride 103

Merged Three Ballroom

☐ (Preeminent, Aggie101 & 102) or (Preeminent, Pride 103 & Gold 104))

Merged Two Ballrooms

☐ (Aggie 101 & Blue 102 or Pride 103 &Gold 104)

Open Walls- Full Ballrooms

☐ (Merged All Five Rooms ☐ Preeminent Ballroom ☐ Blue102 ☐Gold 104 ☐Aggie 101 ☐ Pride 103)

Select Boardroom, AFEC or Alumni Conference Rooms and Library

☐Alumni Conference Room ☐AFEC Conference Room 104 ☐ Board Room ☐Library

☐ Lobby price varies upon request and time

Estimated Attendance: _____ Event Time: Start: _____ End: _____

Event Description: _____

Event Purpose: _____: Publicity Mode: _____

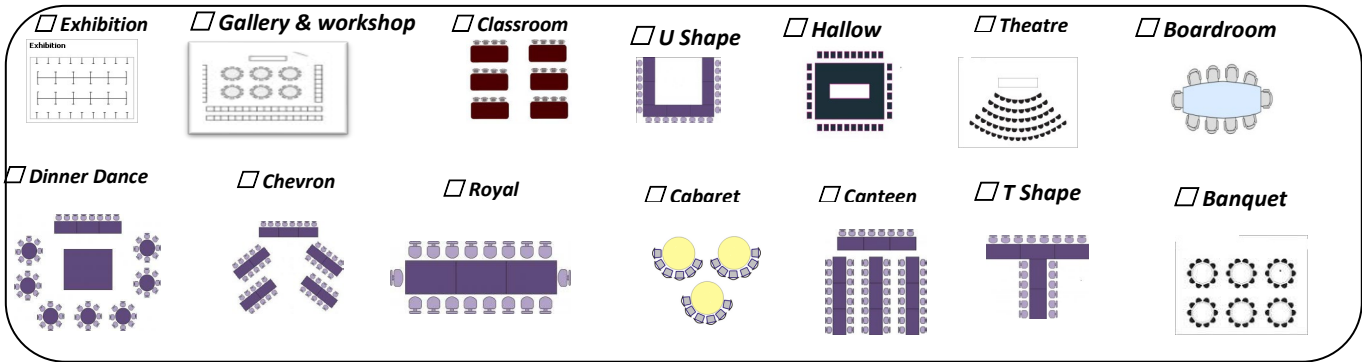
Publicity should be approved by the Alumni-Foundation Event Center. All students and student organizations are guided by NC

A&T State University policies. (Students contact the Office of Student Development)

ALUMNI-FOUNDATION EVENT CENTER BALLROOM CAPACITY

Ballroom	Square Ft.	Setup & Breakdown	Banquet	Theatre	Classroom	Floating
Center Ballroom	4,010	Yes	100 - 175	150 - 400	90 - 100	300 - 400
Aggie 101 or Pride 103	2,010	Yes	60 - 90	100 - 200	50 - 60	100 - 200
Blue 102 or Gold 104	1,392	Yes	30 - 50	40 - 80	20 - 27	30 - 80
Aggie 101 & Blue 102 Merged Or Pride 103 & Gold 104 Merged	3,453	Yes	140 - 160	150 - 300	80 - 90	200 - 250
Merged Middle, Aggie 101 & Blue 102	7,463	Yes	200 - 350	500 - 750	100 - 185	500 - 1000
Merged All Five Rooms (Full Ballroom)	11,253	Yes	400 - 750	1000 - 1100	200 - 285	2000
Executive Boardroom	602	Setup not Require	Seats 18 - 20 guests around the conference table with additional seating around the perimeter			
AFEC Conference Room	310	Setup not Require	Seats 10 - 12 guests around the conference table with additional seating around the perimeter			
Alumni Conference Room	310	Setup not Require	Seats 10 - 12 guests around the conference table with additional seating around the perimeter			
The Library	-	Setup not Require	Green Room and Interview			
Lobby	3000	Registration/Floating	100 - 150			

Please check the seating arrangement you desire for your event

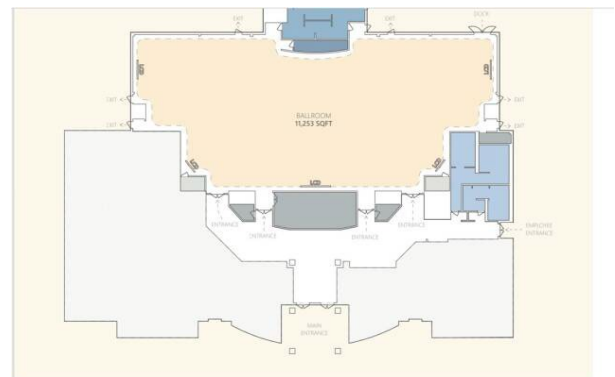


Other settings _____

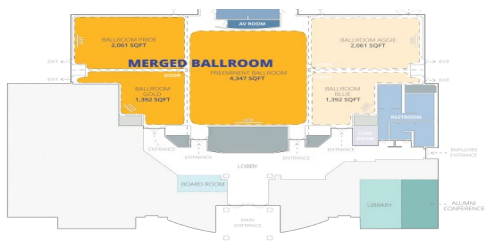
Full Ballroom with Breakout Sessions



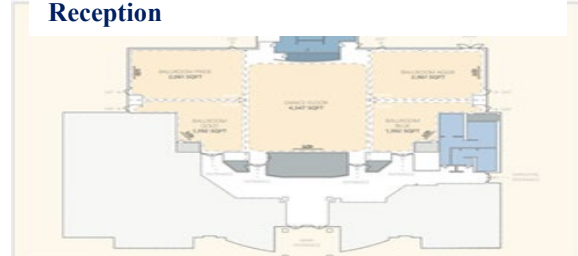
Full Ballroom – Banquet – Theatre - Reception



Merged Three Rooms Banquet, Theatre - Reception



Merged Two Rooms Banquet, Theatre - Reception



EVENT TYPE

- ☐ Food tasting ☐ Bachelor party ☐ Bachelorette party ☐ Banquet ☐ Family Reunion
☐ Bridal Shower ☐ Rehearsal ☐ Rehearsal dinner ☐ Fundraising ☐ Networking
☐ Wedding ceremony ☐ Pre-Reception ☐ Reception ☐ Workshop ☐ Forum ☐ Expo
☐ Bachelorette Brunch ☐ Seminar ☐ Business Meeting ☐ Trade show ☐ Exhibition ☐ Conference

Others: _____

Services

- ☐ DJ
☐ Band
☐ Speakers
☐ Event Planner/Coordinator
☐ Alcohol will be Served: ☐ Yes ☐ No

The following is required when alcohol is served:

Professional bar tenders/security officers. A service fee will be charged accordingly.

(The person booking event will be responsible for the payment of the fees associated with these services)

Event Audio/Visual Resources Exclusive provided by The Alumni Event Center

**AV support fees apply to all multimedia presentations to include power point and audio/visual presentation.
(Based upon request)**

- ☐ A/V Services planning (prices base on request)
☐ PowerPoint presentation (**submit presentation to event center a minimum 5 business days prior to event**)
☐ Audio (CD player) (iPod) House PA System
☐ Pre-function TV Screens
☐ Laptop
☐ LCD Projector w/screen
☐ Wired microphone w/stand
☐ Wireless microphone w/stand or wireless lavalier Qty: _____
☐ Power Distro (\$300.00) is required by all band and extensive power outsourcing Qty: _____
☐ DVD player Qty: _____
☐ Wireless presenter Qty: _____
☐ Conference call (price available upon request) Qty: _____
☐ Credit card outlet (**client must bring own credit card machine and cord**)
☐ Lighting packages (price available upon request) Color/Theme: _____

Other Services**Set- up time preference:**

- ☐ 1 hour prior to event start time (standard no charge).
- ☐ 2 hour or more prior to the event (charges apply based upon availability)
- ☐ Need access to the event center for time other than the day of the event (charges may apply)
- ☐ Others _____

Parking Services

- ☐ Please contact parking to submit request via Tel 336-285-2027 or email: ncatpark@ncat.edu

Police and Security Services

- ☐ Please contact UPD to submit request at 336-334-7675 or email: oem@ncat.edu

EVENT CENTER RESOURCES (see resources price list)

- | | |
|--|----------------|
| ☐ Stage w/skirting (8'X 6') (per deck) | Qty: _____ |
| ☐ Registration table (Pre-function Area 8' table) | Qty: _____ |
| ☐ Regular 6 foot table 6 Available | Qty: _____ |
| ☐ 72" Round table 75 Available | Qty: _____ |
| ☐ 8-foot square table 15 Available | Qty: _____ |
| ☐ Classroom 6-foot square table 36 Available | Qty: _____ |
| ☐ Acrylic | Qty: _____ |
| ☐ Podium | Qty: _____ |
|
☐ Table top podium |
Qty: _____ |
| ☐ Bar stool (price available upon request) | Qty: _____ |

ONLY OUR APPROVED CATERERS PROVIDES SERVICES - PLEASE ACCESS MENU USING THE LINK <https://www.alumnieventcenter.com/approved-caterer> AND SELECT THE APPROVED CATERER OF YOUR CHOICE

- | | |
|--|----------------------|
| ☐ Pepper moon Catering | Tel: 336-218-8858 |
| ☐ Painted Plate Catering | Tel: 336- 230 -2433 |
| ☐ Above and Beyond Catering | Tel: 336- 885-2224 |
| ☐ Wright Brothers Catering | Tel: 336 -869 -4842 |
| ☐ Ghassan Catering | Tel: 336 – 272 -8400 |
| ☐ Occasion II Catering | Tel: 336 -227 -9887 |

Reservation procedure:

Event dates requested are not reserved until the event center receives your payment, electronic or a procurement card with a signed Invoice.

Name: _____ Signature: _____ Date _____