NC A&T REAL ESTATE FOUNDATION

ALUMNI FOUNDATION EVENT CENTER
Reservation & Request Form

200 North Benbow Rd Greensboro, NC 27411 Tel:(336) 433-5566 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: _____

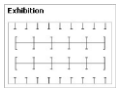
Publicity should be approved by the Alumni-Foundation Event Center. All students and student organizations are guided by NC A&T State University policies. (Students contact the Office of Student Development)

ALUMNI-FOUNDATION EVENT CENTER BALLROOM CAPACITY

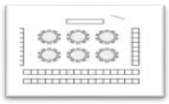
Ballroom	Square Ft.	Setup & Breakdown	Banquet	Theatre	Classroom	Floating
Center Ballroom	4,010	Yes	100 -175	150 - 400	90 - 100	300 - 400
Aggie 101 or Pride 103	2,010	Yes	60 - 90	100 -200	50 - 60	100 - 200
Blue 102 or Gold 104	1,392	Yes	30 - 50	40 - 80	20 -27	30 - 80
Aggie 101 & Blue 102 Merged Or Pride 103 & Gold 104 Merged	3,453	Yes	140 -160	150 -300	80 - 90	200 - 250
Merged Middle, Aggie 101 & Blue102	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

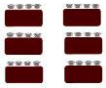
☐ Exhibition



☐ Gallery & workshop



☐ Classroom



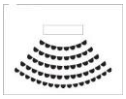
☐ U Shape



☐ Hallow



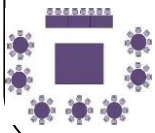
☐ Theatre



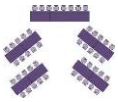
☐ Boardroom



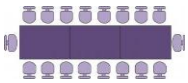
☐ Dinner Dance



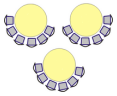
☐ Chevron



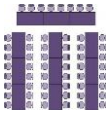
☐ Royal



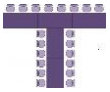
☐ Cabaret



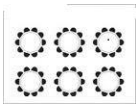
☐ Canteen



☐ T Shape

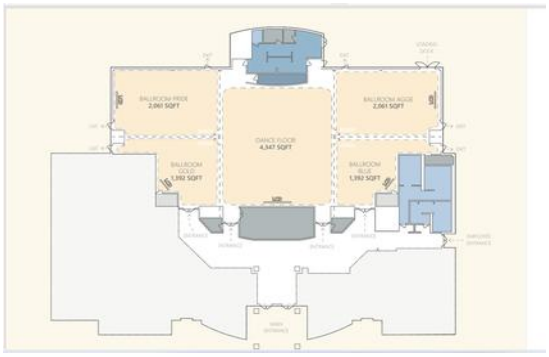


☐ Banquet

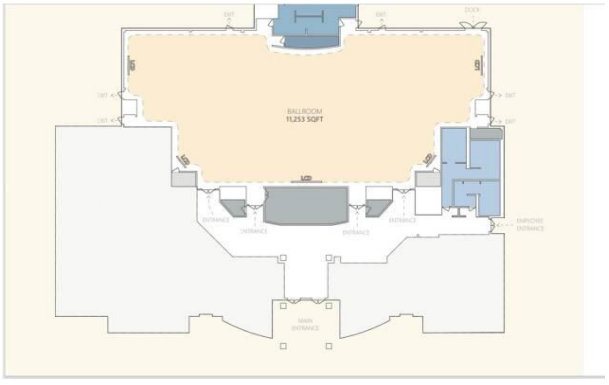


Other settings_____

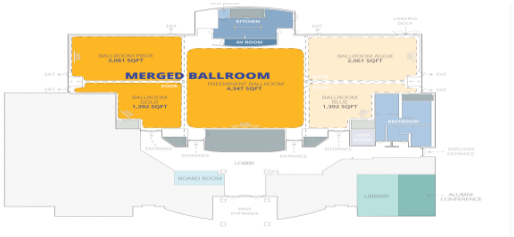
Full Ballroom with Breakout Sessions



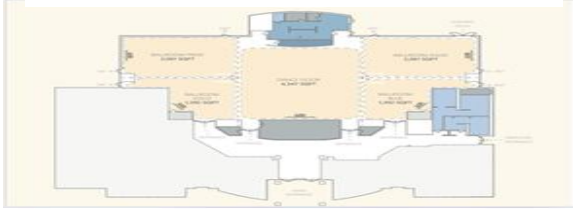
Full Ballroom – Banquet – Theatre - Reception



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 lavaliere 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: _____

ALL CATERING SERVICES MUST BE PROVIDED BY OUR APPROVED VENDORS - 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
- ☐ Occasion II Catering Tel: 336 -227 -9887
- ☐ Ghassan Catering (Casual Dinning) Tel: 336 – 272 -8400

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_____