



NCA Room Booking Request Form

Please fill out the form below

Contact Information

Name: _____

Email: _____

Phone number: _____

Organization Name: _____

Room Choice

- Training Room (Capacity 50)
- Large Conference Room (Capacity 28)
- Small Conference Room (Capacity 10)

Event Details (one form per event)

Event Name: _____

Description: _____

Date Requested (times should include set-up and takedown)

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Attendance

Estimated number of attendees: _____

Audio/Visual Equipment

- Computer Presentation using own laptop (HDMI connections available in Training Room and Large Conference Room only).
- Videoconferencing – (Available in Large Conference Room only).
- Teleconferencing – (Available in Large Conference Room only).
- Sound – (Available in Training Room and Large Conference Room only).

Return completed form to Arielle Panrae at arielle@nvcontractors.org