

Fredericksburg Expo & Conference Center



MEETING SPACE REQUEST

PLEASE RETURN COMPLETED FORM TO SALES COORDINATOR.

TODAY'S DATE: _____

EVENT TITLE: _____

DESCRIPTION OF EVENT: _____

COMPANY NAME: _____

CONTACT: _____ PHONE #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

WEB ADDRESS: _____

DATE(S) REQUESTING:

1ST CHOICE: _____ 2ND CHOICE: _____

3RD CHOICE: _____ 4TH CHOICE: _____

ESTIMATED ATTENDANCE: _____ START & END TIMES: _____

PLEASE PROVIDE A TIMELINE OF THE EVENT INCLUDING ANY BREAKOUTS NEEDED:

PLEASE CIRCLE ALL THAT APPLY BELOW.

MEETING SPACE SETUP: THEATER | CLASSROOM | CRESCENT ROUNDS | BANQUET

AUDIO / VISUAL ITEMS: PODIUM | MICROPHONE | SCREEN | PROJECTOR

CATERING : BREAKFAST | LUNCH | DINNER | RECEPTION | ALL DAY DRINKS

HOW DID YOU HEAR ABOUT THE FREDERICKSBURG EXPO & CONFERENCE CENTER?

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THIS FORM DOES NOT CONSTITUTE A CONTRACT FOR A DATE AND / OR SPACE RENTAL.