



# Virginia Housing Center (VHC) Reservation Request Form

**NAME OF ORGANIZATION/COMPANY:**

**CONTACT INFORMATION**

**Primary POC**

Name:  
Title:  
Business Number:  
Mobile Number:  
Email Address:

**Alternate POC**

Name:  
Title:  
Business Number:  
Mobile Number:  
Email Address:

**EVENT INFORMATION**

Event Title:  
Start Date:  
End Date:  
Type of Event:  
Description:

**PROJECTED ATTENDANCE**

**Attendee Breakdown**

Virginia Housing Associates/Contractors:  
Virginia Housing Board Members:  
Virginia Housing Leadership:  
External Guests:

Total Number of Attendees:  
*Number Auto Calculated from Attendee Breakdown*

**RESERVATION REQUEST**

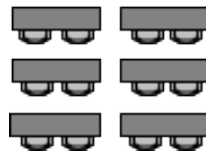
Room Request (# of Occupants):

**PREFERRED SEATING**

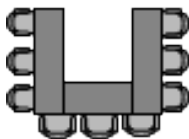
Theatre/Auditorium (Chairs Only)



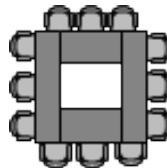
Classroom (Chairs and Tables)



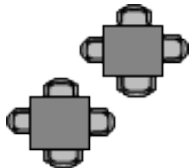
U-Shape



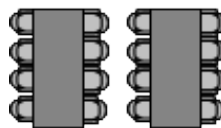
Hollow Square



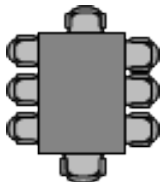
Pods (Seating 4 or 6)



Banquet



Boardroom



Other (Specify):

**AUDIO/VISUAL NEEDS**

- None
- Internet Access
- Laptop
- Projector
- Wireless Handheld Microphone
- Wireless Lapel Microphone
- Wireless Loop System for the Hearing Impaired
- Podium

- Power Strips
- Presentation Clicker/Remote Control
- Laser Pointer
- Electronic Whiteboard
- Flip Chart with Markers
- Conference Call Capability
- Meeting Owl Camera & Microphone Polycom
- Speaker Phone
- Webex

**CATERING:**