



PROGRAM SUPPORT CENTER
MEDIA ARTS BRANCH

Conference Services Request

Phone: (301) 443-2585
Fax: (301) 443-2559
Audio/Visual: (301) 443-1092

Customer's Information

Name: _____

Agency: _____ Office: _____

Bldg./Rm.No.: _____ Phone No.: _____

Fax. No.: _____ E-Mail: _____

Title of the Meeting: _____

No. of Attendees: _____ Requesting Date(s): _____ Time: _____

Parklawn Conference Center Room Rates

(Based on Availability)

\$32.00 per hour

(Includes A / V equipment from Group 1)

- Conference Room O
- Conference Room P
- Conference Room Q
- Conference Room N

\$35.00 per hour

(Includes A / V equipment from Group 1)

- Conference Room B
- Conference Room C
- Twinbrook
- Chesapeake
- Maryland
- Potomac
- Conference Room I
- Conference Room J
- Conference Room K
- Conference Room L
- Conference Room M

\$40.00 per hour

(Includes A / V equipment from Group 1)

- Conference Room D
- Conference Room E
- Conference Room G
- Conference Room H

\$60.00 per hour

(Includes A / V equipment from Group 1 and 15 PCs)

- Room 16A-37 (Computer Room)

Payment Information

Type of Payment *(Please check one)*

CAN # _____

Authorized by: _____ Date: _____

VISA

MasterCard

Card Holder Name: _____

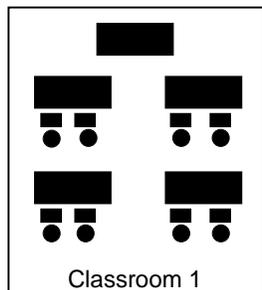
Account Number: _____ Expiration Date: _____

Signature: _____

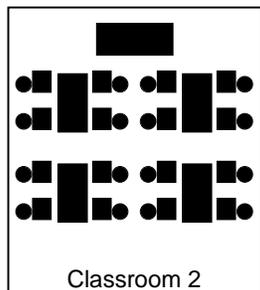
Check / Money Order Other _____

(Payable to Program Support Center / AOS)

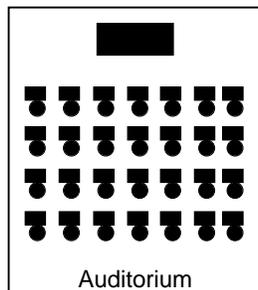
Set-up Style *(Please check one)*



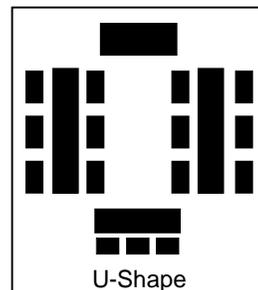
Classroom 1



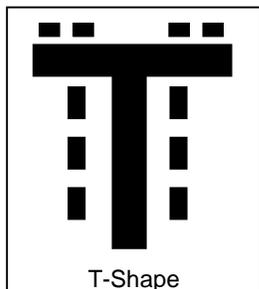
Classroom 2



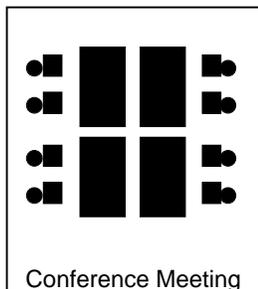
Auditorium



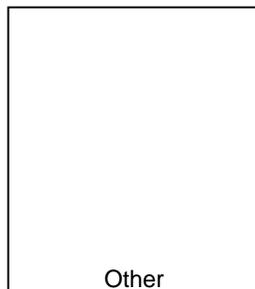
U-Shape



T-Shape



Conference Meeting



Other

Audio/Visual Request (Group 1)

(Please Check)

- Overhead Projector
- Slide Projector
- Laser Pointer
- Extension Cord
- Microphone, Lectern

- Lavalier Microphone
- LCD Projector
- Microphone (Floor)
- Microphone (Table)

- Lecternette
- Audiocassette
- TV Monitor
- 1/2" VHS VCR

Audio/Visual Request (Group 2)

(Please Check)

- Satellite Downlink (\$50.00 per downlink)
- Videoconference (\$150.00 an hour + \$75.00 each additional 1/2 hour)
- Videotaping (\$50.00 per hour)

(To be completed by the Conference Center)

Confirmed by: _____ Date: _____

Room(s): _____