



Brainerd Crossroads Reservation Request
4011 Austin Street
P.O. Box 8159
Chattanooga, TN 37414
Phone 643-4978 Fax 648-2384

Date: _____

Organization Information

Organization Name: _____

Mission Statement: _____

Contact Person: _____

Phone: (Day) _____ Cell: _____

Fax: _____ Email: _____

Mailing Address: _____

Event Information

Event Name: _____

Event Purpose: _____

Room: _____ Date of Event: _____

Approximate Number of Attendants: _____ Time of Event: _____

Arrival Time: _____ Departure Time: _____

Media and Audio/Visual

Please select the A/V equipment you will need.

Item	Qty	Item	Qty
Microphone – Standing Lectern	<input type="text"/>	42" LG Plasma Display	<input type="text"/>
Microphone – Handheld (wired)	<input type="text"/>	DVD/VHS Player	<input type="text"/>
Microphone – UHF Wireless	<input type="text"/>	Overhead Projector Package	<input type="text"/>
Compact Disc/Cassette Player	<input type="text"/>	Plasma Display Package	<input type="text"/>
High-Intensity Overhead Projector	<input type="text"/>	LCD Projector Package	<input type="text"/>
LCD Data Projector (2), Crossing	<input type="text"/>	Lighting System Package	<input type="text"/>
LCD Data Projector	<input type="text"/>	Sound System Package	<input type="text"/>
100" (8ft.) Screen	<input type="text"/>	Computer	<input type="text"/>

Optional

Item	Qty	Item	Qty
Ice	<input type="text"/>	Coffee - 100 cup	<input type="text"/>
Copies	<input type="text"/>	Coffee - 50 cup	<input type="text"/>
Soft Drinks	<input type="text"/>	Assorted Pastries	<input type="text"/>
Bottled Water	<input type="text"/>	Assorted Granola Bars	<input type="text"/>
Peanuts & Crackers	<input type="text"/>	Whole Fresh Fruit	<input type="text"/>

Room Setup

Room Name: _____

Item	Qty	Item	Qty
6' long tables	<input type="text"/>	6' tablecloths	<input type="text"/>
72" round tables (seats 8-10)	<input type="text"/>	72" tablecloths	<input type="text"/>
Podium	<input type="text"/>	18" x 72" classroom table	<input type="text"/>
Whiteboard	<input type="text"/>	Easel	<input type="text"/>

Please provide a detailed sketch of the setup you are requesting.