

# Beaver Valley Intermediate Unit

225 CENTER GRANGE ROAD, ALIQUIPPA, PA 15001-1497  
PHONE: 724-774-7800 • www.bviu.org • FAX: 724-774-4751

## RESERVATION FORM

**DIRECTIONS:** Hold pointer over a field for a more in-depth description of what is to be entered.

### General Information:

Meeting Title:

Meeting Date:

Reservation Start Time:

Reservation End Time:

Meeting Room:

Room Layout:

Number of Participants:

Extra Tables Needed:

Location of Extra Tables:

### Guest Information:

I will be joining you for lunch:

Yes

No

I require hotel accommodations:

Yes

No

*Directions to the BVIU are available at [www.bviu.org](http://www.bviu.org).*

*Accommodations for lodging **will be made for you** if necessary. Your reservation will be directly billed to the BVIU.*

### Additional Requirements:

Registration Table at Door

Lunch Tables in Back

Lunch Tables in Hall

### Equipment Needed:

Overhead Projector

Screen

Chalkboard

VCR & TV

Lavalier Microphone

Podium Microphone

Podium

Extension Cord

Telephone

Cassette Player

Data Projector

Flip Chart

### I Will Bring With Me:

### Additional Items:

Videoconference

Windows Computer

LCD Panel

Wireless Lab Equipment

Copies Made

### Additional Comments: