

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.

*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: