



# Chester County Intermediate Unit

## Conference Center Planning Checklist

### Contact Information

Organization Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

\*Please circle your preferred contact method:    Work Phone    Mobile Phone    Email

Secondary Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

\*Please circle your preferred contact method:    Work Phone    Mobile Phone    Email

### Meeting Information

Meeting Title: \_\_\_\_\_

This title will be displayed on our building event displays.  
Please check here if you would not like your event displayed.

Number of Attendees: \_\_\_\_\_

Official Start Time: \_\_\_\_\_

Official End Time: \_\_\_\_\_

\*If you require setup or cleanup time in excess of 15 minutes, please contact the Conference Center

### Room Setup

Please see our [Conference Center Room Capacity Chart](#) for approximate capacity information

\_\_\_ Group Style (8 people per group maximum)

\_\_\_ U-Shape

\_\_\_ Classroom Style

\_\_\_ Conference Style

\_\_\_ Auditorium Style

\_\_\_ Hollow Square

\_\_\_ Other \_\_\_\_\_

\*The Conference Center is happy to accommodate other room set- ups. Please contact the Conference Center for more specific Information.

**AV and Technology** (Price included in your room rental fee)

- |                                             |                                                     |
|---------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> LCD Projector      | <input type="checkbox"/> Easel w/ Markers           |
| <input type="checkbox"/> Screen             | <input type="checkbox"/> Podium                     |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Portable Computer Speakers |
| <input type="checkbox"/> VCR/DVD Player     | <input type="checkbox"/> Wireless Microphone        |
| <input type="checkbox"/> Wireless Mouse     | <input type="checkbox"/> iBook Dongle               |
| <input type="checkbox"/> Mac iBook Laptop   | <input type="checkbox"/> iMac Dongle                |
| <input type="checkbox"/> Windows Laptop     | <input type="checkbox"/> PowerBook Dongle           |
| <input type="checkbox"/> Boomerang Phone    | <input type="checkbox"/> Smart Board                |
| <input type="checkbox"/> Mobile Laptop Cart | <input type="checkbox"/> Videoconferencing*         |
| <input type="checkbox"/> Teleconferencing*  | <input type="checkbox"/> Webcasting*                |
- \*Additional charges may apply

**Catering**

**Catering Billing Information**

Please check here if the catering billing information is the same as your primary contact information

Organization: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

\*Please circle your preferred contact method:    Work Phone    Mobile Phone    Email

**Breakfast**

Setup Time	Quantity	Menu Item	Notes
_____	_____	_____	_____
_____	_____	_____	_____

**Lunch**

Setup Time	Quantity	Menu Item	Notes
_____	_____	_____	_____
_____	_____	_____	_____

**Dinner**

Setup Time	Quantity	Menu Item	Notes
_____	_____	_____	_____
_____	_____	_____	_____

**AM/PM Break**

Setup Time	Quantity	Menu Item	Notes
_____	_____	_____	_____
_____	_____	_____	_____

\*Catering menus can be found on the [Catering Accommodations](#) page of our website

**Chester County Intermediate Unit Conference Center**  
**(484)237-5153 ♦ (484)237-5115**  
**[cciuscheduler@cciu.org](mailto:cciuscheduler@cciu.org)**