



The William H. Miner Agricultural Research Institute  
 1034 Miner Farm Road  
 PO Box 90  
 Chazy, NY 12921

www.whminer.org

Print Form

Submit by Email

Current Date

2010-07-13 14:30:51

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time

Events Ends: Date  Time

Facilities Required (List all that apply)

Other Accomodations or Requests

See additional comments on back

## Send Copies to:

- Katie Ballard, Director of Research
- Kirk Beattie, Finance & Personnel Officer
- Amy Bedard, Library
- Steve Couture, Dairy Farm Manager
- Wanda Emerich, Outreach Coordinator
- Steve Fessette, Director of Physical Plant
- Rick Grant, President
- Steve Kramer, Director of Laboratories
- Rachel Dutil, Administrative Assistant
- Karen Lassell, Equine Manager
- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

## Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

## Bill the following services to:

## Charge services to:

Name	<input type="text" value="no charge"/>			<input type="text" value="Extension Education/&lt;br/&gt;recruiting"/>
Address	<input type="text"/>			
City	<input type="text"/>	ST <input type="text"/>	Zip <input type="text"/>	
		Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text" value="\$5.50 - Institute Lunch - &lt; 20"/>	<input type="text" value="noon"/>	<input type="text" value="8-10"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>				<input type="text"/>



The William H. Miner Agricultural Research Institute  
 1034 Miner Farm Road  
 PO Box 90  
 Chazy, NY 12921

www.whminer.org

Print Form

Submit by Email

Current Date

2010-07-09 08:55:46

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time

Events Ends: Date  Time

Facilities Required (List all that apply)

Other Accomodations or Requests

See additional comments on back

## Send Copies to:

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- Karen Lassell, Equine Manager
- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

## Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

## Bill the following services to:

## Charge services to:

Name	<input type="text"/>	<input type="text"/>		
Address	<input type="text"/>			
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>				<input type="text"/>



The William H. Miner Agricultural Research Institute  
1034 Miner Farm Road  
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Print Form

Submit by Email

Current Date

2010-07-22 10:44:42

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time  p.m.

Events Ends: Date  Time  a.m.

Facilities Required (List all that apply)

Other Accomodations or Requests

See additional comments on back

## Send Copies to:

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- Kirk Beattie, Finance & Personnel Officer
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- Karen Lassell, Equine Manager
- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

## Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

## Bill the following services to:

## Charge services to:

Name	<input type="text"/>	<input type="text"/>		
Address	<input type="text"/>			
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>				<input type="text"/>



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1034 Miner Farm Road  
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Print Form

Submit by Email

Current Date

2010-07-22 10:52:59

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time

Events Ends: Date  Time

Facilities Required (List all that apply)

Other Accomodations or Requests

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- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

## Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

## Bill the following services to:

## Charge services to:

Name	<input type="text" value="Individually for lunch - \$3.24"/>			<input type="text"/>
Address	<input type="text"/>			<input type="text"/>
City	<input type="text"/>	ST <input type="text"/>	Zip <input type="text"/>	<input type="text"/>
	Time	Quantity	Total	
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>GRAND TOTAL</b>			<input type="text"/>	



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Current Date

2010-07-19 09:15:38

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time  a.m.

Events Ends: Date  Time  a.m.

Facilities Required (List all that apply)

Other Accommodations or Requests

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- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

## Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

## Bill the following services to:

## Charge services to:

Name	<input type="text"/>	<input type="text" value="see Kirk for cost"/>		
Address	<input type="text"/>			
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>				<input type="text"/>



The William H. Miner Agricultural Research Institute  
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 PO Box 90  
 Chazy, NY 12921

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Print Form

Submit by Email

Current Date

2010-07-08 09:19:10

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time  a.m.

Events Ends: Date  Time  p.m.

Facilities Required (List all that apply)

Other Accomodations or Requests

See additional comments on back

## Send Copies to:

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- Karen Lassell, Equine Manager
- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

## Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

## Bill the following services to:

## Charge services to:

Name

Address

City  ST  Zip

	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>

**GRAND TOTAL**



The William H. Miner Agricultural Research Institute  
 1034 Miner Farm Road  
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 Chazy, NY 12921

www.whminer.org

Print Form

Submit by Email

Current Date

2010-07-28 09:14:06

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time

Events Ends: Date  Time

Facilities Required (List all that apply)

Other Accomodations or Requests

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- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

See additional comments on back

### Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

Bill the following services to:		Charge services to:	
Name	<input type="text"/>	<input type="text"/>	
Address	<input type="text"/>		
City	<input type="text"/>	ST <input type="text"/>	Zip <input type="text"/>
	Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>			<input type="text"/>

## Room Configuration

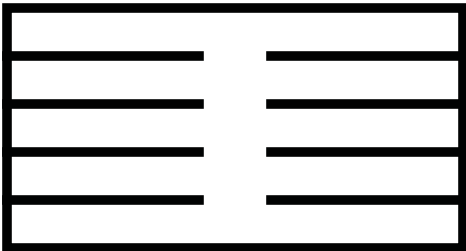
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



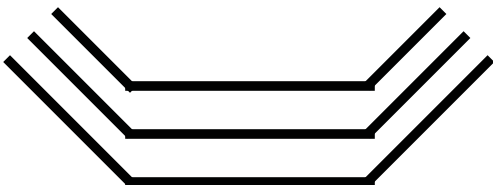
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



## Audio/Visual Equipment

Please check audio/visual equipment you will need for your event (check all that apply):

- Chalkboard
- Digital Projection System
- Dry Erase Board & markers
- Easel, flipchart, & markers
- Laser pointer
- Overhead Projector
- PA System
- Slide Projector
- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Television
- VCR
- Other

Additional Comments

Table for refreshments in usual location.



The William H. Miner Agricultural Research Institute  
 1034 Miner Farm Road  
 PO Box 90  
 Chazy, NY 12921

www.whminer.org

Print Form

Submit by Email

Current Date

2010-03-19 16:07:08

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time

Events Ends: Date  Time

Facilities Required (List all that apply)

Other Accomodations or Requests

See additional comments on back

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- Rachel Dutil, Administrative Assistant
- Karen Lassell, Equine Manager
- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

## Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

## Bill the following services to:

## Charge services to:

Name	<input type="text" value="Rick"/>	<input type="text"/>		
Address	<input type="text"/>			
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text" value="\$2.50 - Snacks &amp; beverages"/>	<input type="text" value="1:00 PM"/>	<input type="text" value="5"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>				<input type="text"/>



The William H. Miner Agricultural Research Institute  
 1034 Miner Farm Road  
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 Chazy, NY 12921

www.whminer.org

Print Form

Submit by Email

Current Date

2010-06-11 11:34:23

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time

Events Ends: Date  Time

Facilities Required (List all that apply)

Other Accomodations or Requests

See additional comments on back

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- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

## Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

## Bill the following services to:

## Charge services to:

Name	<input type="text"/>	<input type="text"/>		
Address	<input type="text"/>			
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>				<input type="text"/>

## Room Configuration

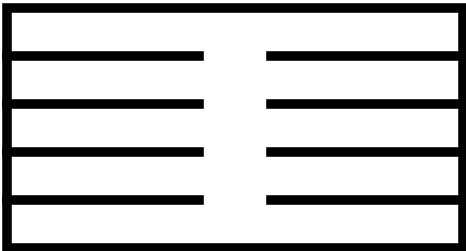
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



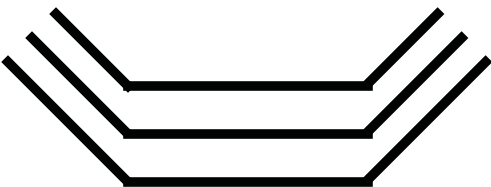
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



## Audio/Visual Equipment

Please check audio/visual equipment you will need for your event (check all that apply):

- Chalkboard
- Digital Projection System
- Dry Erase Board & markers
- Easel, flipchart, & markers
- Laser pointer
- Overhead Projector
- PA System
- Slide Projector
- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Television
- VCR
- Other

Additional Comments

Details to be worked out



The William H. Miner Agricultural Research Institute  
 1034 Miner Farm Road  
 PO Box 90  
 Chazy, NY 12921

www.whminer.org

Print Form

Submit by Email

Current Date

2010-05-14 08:18:57

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time

Events Ends: Date  Time

Facilities Required (List all that apply)

Other Accomodations or Requests

See additional comments on back

## Send Copies to:

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- Rick Grant, President
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- Rachel Dutil, Administrative Assistant
- Karen Lassell, Equine Manager
- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

## Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

## Bill the following services to:

## Charge services to:

Name	<input type="text"/>	<input type="text"/>		
Address	<input type="text"/>			
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>				<input type="text"/>

## Room Configuration

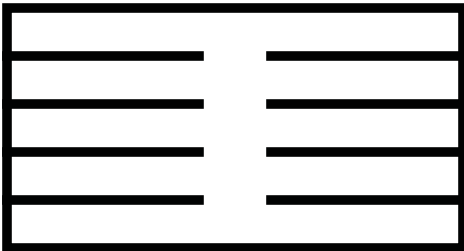
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



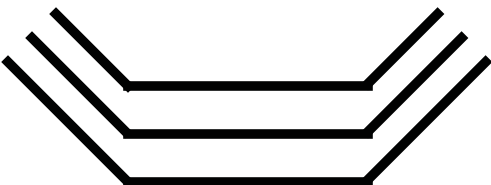
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



## Audio/Visual Equipment

Please check audio/visual equipment you will need for your event (check all that apply):

- Chalkboard
- Digital Projection System
- Dry Erase Board & markers
- Easel, flipchart, & markers
- Laser pointer
- Overhead Projector
- PA System
- Slide Projector
- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Television
- VCR
- Other

Additional Comments

She will bring her own audio/visual equipment.



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Current Date

2010-03-19 16:12:17

New Request

Revised Request

# Facilities Request Form

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Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time

Events Ends: Date  Time

Facilities Required (List all that apply)

Other Accomodations or Requests

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- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

## Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

## Bill the following services to:

## Charge services to:

Name	<input type="text" value="Rick"/>			
Address	<input type="text"/>			
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	\$3.50 - Continental breakfast	<input type="text" value="10:00 AM"/>	<input type="text" value="5"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>				<input type="text"/>



The William H. Miner Agricultural Research Institute  
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Print Form

Submit by Email

Current Date

2010-07-08 09:30:34

New Request

Revised Request

# Facilities Request Form

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Visitor / Name of Event:  Number Attending:

Contact Information:  Phone Number:

Submitted by:  Email Address:  Ext:

Events Begins: Date  Time

Events Ends: Date  Time

Facilities Required (List all that apply)

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- Cafeteria
- Custodial Service
- After Hours Coverage

## Bill the following services to:

## Charge services to:

Name	<input type="text"/>	<input type="text"/>		
Address	<input type="text"/>			
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>				<input type="text"/>



The William H. Miner Agricultural Research Institute  
 1034 Miner Farm Road  
 PO Box 90  
 Chazy, NY 12921

www.whminer.org

Print Form

Submit by Email

Current Date

2010-07-08 09:25:22

New Request

Revised Request

# Facilities Request Form

Please complete the form below to request a reservation.

Visitor / Name of Event: Dairy Day at Miner Institute Number Attending: 80

Contact Information: Wanda Phone Number: x117

Submitted by: Wanda Email Address: emerich@whminer.com Ext: 117

Events Begins: Date Tuesday, December 14, 2010 Time 9:00 a.m.

Events Ends: Date Tuesday, December 14, 2010 Time 3:00 p.m.

Facilities Required (List all that apply) Miner Center Auditorium

Other Accommodations or Requests display tables in hallway, coffee & donuts in Cafeteria Annex

See additional comments on back

## Send Copies to:

- Katie Ballard, Director of Research
- Kirk Beattie, Finance & Personnel Officer
- Amy Bedard, Library
- Steve Couture, Dairy Farm Manager
- Wanda Emerich, Outreach Coordinator
- Steve Fessette, Director of Physical Plant
- Rick Grant, President
- Steve Kramer, Director of Laboratories
- Rachel Dutil, Administrative Assistant
- Karen Lassell, Equine Manager
- Laurie Miller, Accounting / Payroll
- Cafeteria
- Housekeeping
- Miner Center Custodial
- Other

## Check all services that you will need:

- Housekeeping
- Cafeteria
- Custodial Service
- After Hours Coverage

## Bill the following services to:

## Charge services to:

Name	<input type="text"/>	Charge services to:		
Address	<input type="text"/>	<input type="text"/>		
City	<input type="text"/>	ST	<input type="text"/>	Zip <input type="text"/>
		Time	Quantity	Total
Morning Break	\$2.50 - Snacks & beverages	9:00 AM	80	<input type="text"/>
Lunch	> 20 - See Kirk for pricing	noon	80	<input type="text"/>
Afternoon Break	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dinner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>GRAND TOTAL</b>				<input type="text"/>

## Room Configuration

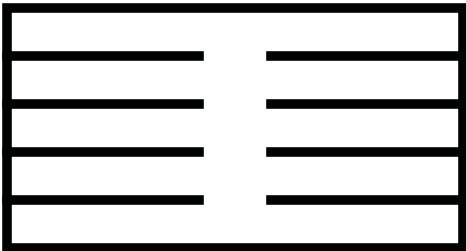
Traditional Speaker/Audience



Tables in U Shape (18 maximum)



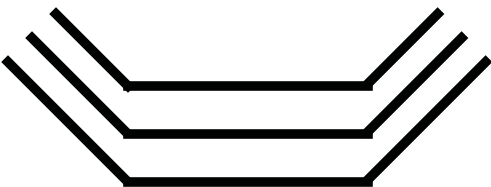
Tables in Two Rows (20 maximum)



Tables in Rectangle (24 maximum)



Tables in Modified U Shape (36 maximum)



## Audio/Visual Equipment

Please check audio/visual equipment you will need for your event (check all that apply):

- Chalkboard
- Digital Projection System
- Dry Erase Board & markers
- Easel, flipchart, & markers
- Laser pointer
- Overhead Projector
- PA System
- Slide Projector
- Surge Protected Electrical Outlet Strip
- Extra long phone cord
- Television
- VCR
- Other

Additional Comments