



Event Request Form

Contact Information

Primary Contact (Person scheduling, requesting and managing the event)

Name: _____ Phone: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Mobile Phone: _____

Secondary Contact (Director, Program Manager, Authorized Payment Signer)

Name: _____ Phone: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Mobile Phone: _____

Event Information

1. Event type:

Class / Course/ Event Name: _____

Repeating Consecutive Dates: _____

Program: _____ Workshop: _____

Event: _____ Meeting: _____

2. Event Details: _____

Title: _____

Event Date: _____

Event Time: _____

Cost: _____



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3. BPCi's Website Posting Information for your Course or Event:

Mini Course/Event Description:

Instructor Bio: (50 words or less)

Please submit a picture and/or logo or flyer to accompany event request form.

Would you like to have your event posted on our website? Yes No

Link to your website or registration page? Yes No

Does the Building Performance Center Inc. have your permission to use your logo and event content for the purposes of marketing and promoting your classes or events?

Yes No

4. Setup Times:

Please include time necessary for your set-up and breakdown.

Setup Start Time: _____ Tear Down Time: _____

Event Start Time: _____ Event Ending Time: _____

Package Shipment Details:

Will there be any items, materials or packages shipped to the Building Performance Center Inc., that you would like us to hold for your event? If so, add shipment item & arrival information.

5. Venue/Room Request:

- Classroom
- Meeting Room
- Kitchen
- Field Training & Test House
- Lab Classroom
- Lab & Prop Setup/Teardown
- Lunch
- Courtyard

6. Facilities Setup Request (Optional):

- a. Tables for Attendees
- Instructor Table
- Attendee Chairs
- Podium
- Catering Table
- Instructor Chair
- Conference Phone

b. Chair Setup Style:

(Refer to Set-up Style section for descriptions on page 4 & 5.)

- Circle
- Conference
- Semi-Circle
- Hollow Block
- Solid Block
- Chair Perimeter Setup
- Theater
- U-shape
- Class Room

NOTE: Choose from the examples on the last pages. If space set-up varies by week or by session for your event, specific requests must be made to the Special Events Coordinator in advance of the needed date.



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c. Audio/Visual Needs

- Projector
- Video Taping
- DVD Player/Speakers
- Laptop

d. Field Training & Test House

- Projector
- Video Taping
- DVD Player/Speakers
- Laptop Tables & Chairs
- Tables & Chairs
- Phone

7. Catering Request (Optional):

- Catering
- Continental Breakfast
- Coffee/Tea/Water
- Lunch
- Afternoon Snack
- Beverages
- Beverages

8. Event Management Request (Optional):

- Ordering Catering
- 2 hours per day (\$65 per hour)
- Instructor Assistance
- Copying etc.

9. Event Comments/Special Requests:

10. Instructor Name: _____

Phone: _____

Company: _____

Address: _____

City: State: _____ Zip: _____

Email: _____ Mobile Phone: _____

11. Additional Information:

Please add here.

12. Choose a Room Setup from the Styles on the next two pages. Circle or draw the setup that you prefer.

13. Return this form to:

**Janell Jacks
Building Performance Center Inc.
1301 Bidwell Street
Folsom, CA 95630**

**Janell@theBPCinc.com
916-932-4208**

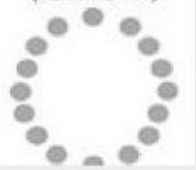
Cell: 408-893-1163



Set-Up Styles


We offer a number of room setups to meet your needs and we are happy to work with you on a customized design to accommodate your unique event.

(CIRCLE) **Circle**



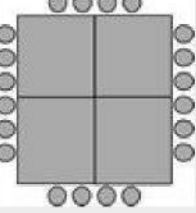
Setup: Chairs set-up in the shape of a circle.
Uses: Small intimate group discussion, informal meetings or study groups.

(SEMI-CIRCLE) **Semi-Circle**



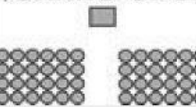
Setup: Chairs set-up in the shape of a half circle.
Uses: Small intimate group discussion, informal meetings or study groups.

SOLID BLOCK **Solid Block**



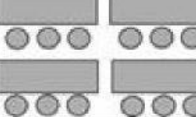
Setup: Rectangle or Square shape table setup with chairs around perimeter.
Uses: Presentations that include group discussion, note-taking or handouts.

THEATER (CHAIRS ONLY) **Theater**




Setup: Chairs only, facing podium, screen or presenter.
Uses: Lectures, video showings, town hall style meetings

CLASS ROOM **Class Room**



Setup: 6ft wide tables with 3 chairs at each facing front. **Uses:** Situations where guests will use note-taking, handouts, or snacks. Medium to large size lecture and discussions.

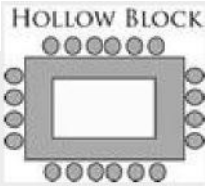
CONFERENCE **Conference**



Setup: Single rectangular table with chairs surrounding
Uses: Small to medium discussion groups and committee meetings in which all parties are providing input.



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Hollow Block

Setup: Rectangle or square shape table setup with chairs around perimeter

Uses: Medium discussion groups and committee meetings with all parties actively involved.