

William L. Yates Conference Center

South Carolina Hospital Association

1000 Center Point Road | Columbia, SC 29210

Phone 803.744.3529 | 803.744.3518 | Fax 803.772.7477



facilities request form

Name/Contact: _____ Today's Date: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Name of Function/Meeting: _____

Date of Function/Meeting: _____

Meeting Time: _____ to _____ (actual event times) Registration Begins: _____

Arrival Time: _____ (on meeting day) Number of Attendees: _____

catering

- Breakfast Time: _____
- AM Snack Time: _____
- Lunch Time: _____
- PM Snack Time: _____

- Dinner Time: _____
- Reception Time: _____
- Other Catering (Please Specify) _____

beverages

- Coffee
- Soft Drinks
- Bottled Water
- Lemonade/Crystal Light

(See Menus and Beverage Service form.) Deadline to reduce catering count is 3 p.m. 4 business days prior to event.

room set up

- Classroom
- Inverted Chevron
- Hollow Square
- Panel Table Panel Time: _____
Number of Panelists: _____

- U-Shape
- Crescent Rounds (6 chairs)
- Banquet Rounds (8 chairs)
- Pods
- Theatre

- Exhibit Table/s
- Table/s for Handouts
- Registration Table
- Other (Please Specify) _____

audiovisual equipment (or include Audiovisual Request form)

- NO EQUIPMENT NEEDED
- Determine Closer to Meeting
- Laptop
- LCD Projector/s
- Screen/s
- Side Wall Screen (Congaree)
- Electronic White Board
- Skype
- LCD Cart (using client's laptop/projector)

- Conference/Speaker Phone (Waccamaw)
- Audio Conferencing (Saluda/Edisto)
- Presentation Remote/Laser Pointer
- High Speed Internet
- Lavalier Microphone/s
- Handheld Microphone/s
- Microphone Stand/s
- Easel with Pad & Markers
- Dry Erase Board with Markers

- Display Easel
- Tabletop Podium
- Podium (with attached Microphone; Congaree)
- DVD Player
- CD Player
- Other (Please Specify) _____

FOR OFFICE USE ONLY

- Congaree
- Saluda/Edisto

- Saluda
- Edisto

- Board Room
- Waccamaw

A# _____