

Stone House Request Worksheet

After receiving confirmation that your date has been booked please fill out and return this form to either Mike Martin or Michelle Jean-Pierre at the Stone House.
Fax: 301-496-1491

Date of request:

Requestor's name:

Requestor's telephone number:

Event Contact person and telephone number:

Title of event:

Description/Purpose of event (include identification of all sponsors):

Dates(s) of meeting:

Time(s) of meeting:

Day 1:

Day 2:

Day 3:

Date availability of house confirmed with LCIH Manager:

Conference room table arrangements (check one):

- Theatre Style
- U-Shaped
- Rectangular (open center)
- Other (specify)

Breakout rooms (check all that applies):

- Library
- Dining Room

Poster display and number of easels:

Audio visual equipment (check all that applies):

- Podium with microphone (only available in conference room)
- Table microphone(s)
- Telephone conference calling
- Laptop computer(s)
- LCD projector
- Slide projector
- Overhead projector
- TV/VCR
- Other (specify)
- Will technical assistance be required

Will there be coffee breaks:

A.M.:

P.M.:

Will lunch be served:

Caterer:

Natcher cafeteria:

Other (specify):

Reception:

Date and time:

Number of attendees:

If alcohol is to be served, please submit formal memo per the NIH Manual Chapter 1130 – General Administration “Alcohol for Official Entertaining”
