

Alpha Alpha State Convention Request Form

June 8-10, 2012
Nittany Lion Inn

Name of Event or Presentation _____

Name of Presenter(s) _____

Phone: (H) _____ Email: _____

Phone: (C) _____

(Please forward this request form to anyone on your committee whom you feel should fill one out.)

Please check ALL appropriate items.

Preferred Room Arrangement: Theater _____ Classroom _____ Either _____

Requested Equipment: ***Hotel supplied, at a cost to us. Please bring your own, if possible.***
You must provide your own LCD projector and laptop for powerpoint presentations.

Easel _____ Screen _____ Power Strip _____ # of Outlets Needed _____

Piano _____ Podium With Mic _____ Standing Microphone _____ Audio Patch _____

6 ft. Table(s) _____ Location of Table(s) _____

Additional Requests/Room Arrangement: _____

No Requests _____

If you have no requests, please let me know by calling me, emailing me this form or printing and mailing this form. To conserve costs, we are asking that you have all your hand-out copies made ahead of time. Of course, there are always emergencies, which will be allowed. Please return this form to Dee by Friday, April 13, 2012. Questions? Please contact...

Dee Stegeman
52 Franklin St PO Box 292
Biglerville, PA 17307
(Home) 717-677-8523
(Cell) 717-891-0571
dstegema@embarqmail.com

