

Farm Credit Council Function Requirements Form

FCS Organization

FCS Organizer

Onsite Contact Name

Onsite Contact Email

Onsite Contact Cell

Function Name

Start Date

End Date

Start Time

End Time

Room Name: To Be Determined by FCC

Room Set Up for (qty)

Room Layout

Banquet Rounds for 8

Banquet Rounds for 10

Hollow Square

U-Shape

Conference/Board Room

Theater

Classroom-2 per 6 ft. tables

Classroom-3 per 6 ft. tables

Classroom-4 per 8 ft. tables

Cocktail Rounds

American Flag

Head Table*

Perimeter Seating*

Riser

Flow (no tables or chairs)

* Note Quantity

Audio/Visual

LCD Projector

Screen

Computer-Laptop

DVD Player	Television	Electric Pointer
Easel	Flipchart & Markers	
Microphone-Wired Lavalier	Lectern	Standing Table
Microphone-Wireless Lavalier	Lectern Table	Standing

Communication

Speaker Phone Long Distance Access

Data Services

WiFi Access Number of Connections Needed

Food & Beverage

Service Time	Set for	Guarantee
Meal Type	Continental Breakfast	Break
	Breakfast	Buffet
	Lunch	Plated
	Dinner	

Menu Selection