



NWC CLUBHOUSE MEETING ROOM REQUEST FORM

Please **MARK** your meeting choice according to the number of attendees.

Boardroom 10-12 Event Hall 30-200 1/2 Hall w/Stage 60 1/2 Hall 50 Business for 8-10

Room requirement must be accompanied with a FLOOR PLAN for set-up.

Date Requested: _____

(The date requested must be approved by Admin@napleswomansclub.org before the Meeting Room Request Form can be accepted)

Will this event need a flyer designed for the Website? Send request to Stacynwcmail@gmail.com

For each meeting at the Clubhouse, please complete this form; the more information you have, the better. Email this form to Admin@napleswomansclub.org so your information can be recorded, using copy/paste.

Meeting: _____Public _____Membership _____Special _____Committee _____Fundraising

Committee Name: _____

HOST Contact Info (Name-Email-Phone):

Meeting Preparation Times (access to the kitchen, decorating, table arrangement, etc.): _____

Meeting Times (start and finish times, please): _____Start _____Finish

A/V Requests: _____Zoom _____Microphone _____Podium _____Computer _____Power Point

Total Number of Chairs Needed (up to 150):

Kitchen/Refrigerator Access: _____ Y _____ N

2nd Parking Lot Signs: _____ Y _____ N

Entry Gate Up for Event: _____ Y _____ N