

2018 HIGH COUNTRY PETS Meeting Room Use/AV Request Form

Please submit a separate form for each group. **Rotary 101, Foundation 101, AG, District Leadership sessions will be assigned to the most appropriate room based on requested AV and anticipated attendance.** For these sessions, after checking your group below, skip down to AV selection.

NOTE: The groups listed above will be in the following rooms unless you are otherwise notified -

Rotary 101: Ballroom A

Foundation 101: Ballroom D

AG Training: Telluride

District Leadership Update: Aspen

Room to be used by: ☐ Rotary 101 ☐ Foundation 101 ☐ AG Training ☐ Other _____

☐ District 5390 (Aspen) ☐ District 5470 (Telluride) ☐ District 5440 (Ballroom A)

☐ District 5450 (Ballroom D) ☐ District 5630 (Big Thompson)

(NOTE: **these rooms available after 6 PM, 3/1/18**)

Room Layout for District Meeting Rooms will be round tables.



NOTE: **3rd floor meeting rooms are available on Thursday, March 1 at 5 PM (Longs & Pikes at 2:00 PM)**

These are small group breakout rooms and will be set in u-shape. It is the DISTRICT'S responsibility to reset the rooms, if they so choose, for hospitality evenings and then put them back to a U-shape.

5390 Longs; 5470 Blanca; 5450 Pikes; 5630 Maroon; 5440 Bennett

☐ YES, we need a ☐ Microphone ☐ projection screen ☐ easel pad for the weekend (supplied by PETS)

Preferred mic type: Lapel

Handheld Wireless

Podium Mounted

Note: **ERT will supply mics based on availability.**

☐ NO, we are bringing our own ☐ PA system (mic./speaker) ☐ projection screen

Is Food and or Beverage service required Thursday and/or Friday Food Service in District meeting room (Suites excluded)? ☐ NO ☐ Yes- please note: if Food/beverage needed, billing must be set up by the District or training group with the Renaissance. You may keep food/beverage only in the 3rd floor hospitality rooms or the DGE suites (or other guest rooms).

Person Requesting Room Use/Layout Requirements: _____

PETS Position (i.e., DGE, Trainer, etc.) _____

Contact Information: E-mail _____ Phone: _____

Send completed form to Doug McLemore at doug@mclemorefinancial.com

and copy to Arlene at dg5390.2011@msn.com