

Aspinall-Wilson Center Reservation Form

Event Name: _____

Organization: _____

Today's Date: _____

Contact Person: _____

Event Set Up Time: _____

Phone #: _____

Event Start/End Time: _____

Event Contact Person (if different than above)

Number of Guests: _____

Event Date(s): _____

Cell Phone #: _____

Fax #: _____

E-mail: _____

Address: _____

Rooms Requested:

South Room (seats 100)

North Room (seats 80)

Memorabilia (seats 15)

Lobby

Patio

Entire Facility

Set Up Description (see attached sheet for layout illustrations):

Banquet

Classroom

Square

Theater

U-Shape

Other _____

Food Service

Beverage/Snack

Buffet

Reception

Served

None

Other Equipment Needed (rate sheet attached):

Computer Projector

DVD/VCR/TV

Flip Chart(s)

Internet Access

Microphone(s)

Overhead

Podium

Easels

Screen

White Board(s)

Other _____

Set Up for Food Service

In Room

In Lobby

On Guest Tables

Special Instructions/Comments:

*Please draw your preferred room set up on the map provided on the back of this form

Send completed form to: edryer@western.edu, by fax to 970-641-2239 or by mail to:

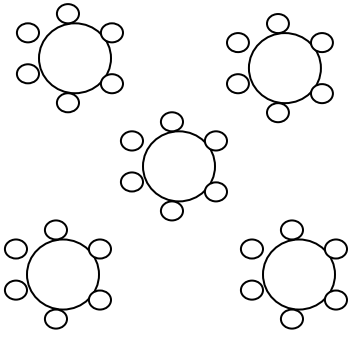
Attn: Aspinall Wilson Center

Western State College

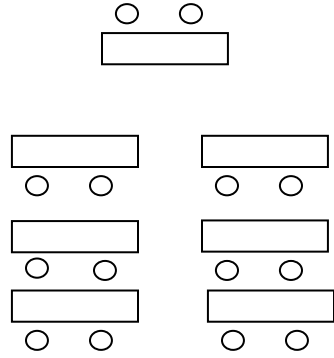
Gunnison, CO 81231

Room Layouts

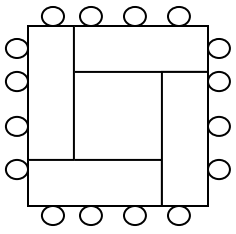
Banquet



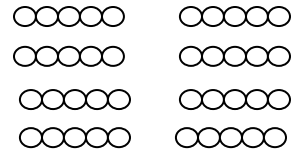
Classroom



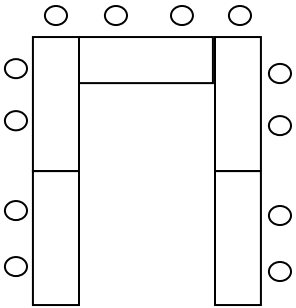
Square



Theatre



U-Shape



Other