

**MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION
CONFERENCE CENTER EAST
WOOLFOLK BUILDING ROOM 145
501 N WEST ST
JACKSON, MS 39201**

Event Information

Event Name	
Requesting Agency	
Number of Attendees	

Room Reservation / Event Contact Person

Contact Name	
Phone	
Email Address	
Authorized Signature	

Please review the policy and procedures document prior to completing this form. Your signature on this form indicates your agreement to abide by the rules set therein.

Event Date / Times

Date(s)		Times		Open Room at	
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Room Configuration

Place an X in the box for the Floor layout.		
Layout 1 - Open Meeting / Discussion	<input type="checkbox"/>	
Layout 2 - Press Conference	<input type="checkbox"/>	
Layout 3 - U-Shaped Executive Chairs (17) with Audience (60)	<input type="checkbox"/>	
Layout 4 - TT-Shaped Executive Chairs (20) with Audience (60)	<input type="checkbox"/>	
Layout 5 - U-Shaped Workshop Small Chairs (34)	<input type="checkbox"/>	
Layout 6 - TT-Shaped Workshop Small Chairs (42)	<input type="checkbox"/>	
Podium	<input type="checkbox"/>	
Sign In Table	<input type="checkbox"/>	

Audio/Visual Equipment

Place an X in the box for the Equipment needed.			
<input type="checkbox"/>	Wireless Microphones	<input type="checkbox"/>	Hand Held Microphones
<input type="checkbox"/>	Lectern – PowerPoint Presentation	<input type="checkbox"/>	Blackout Shades
<input type="checkbox"/>	Display Screens	<input type="checkbox"/>	Overhead Projectors
<input type="checkbox"/>	VCR	<input type="checkbox"/>	Monitors
<input type="checkbox"/>	DVD	<input type="checkbox"/>	Cameras

To cancel or change your equipment needs please send an email to conferencecentereast@dfa.state.ms.us or sign and fax to 601-359-3690.

To cancel please sign here: _____ Date: _____

***** FOR DFA USE ONLY *****

Conference Center Coordinator	
Date Confirmed	