



Meeting Space Request Form Phoenix, AZ * May 15-18, 2022

DEADLINE FOR MEETING SPACE REQUESTS IS April 1, 2022

Meeting space is assigned on a first come basis.

Meeting room names will not be confirmed until after April 1, 2022.

Affiliate meetings cannot be conducted during NPF educational sessions.

Phoenix Convention Center Hyatt Regency Phoenix Sheraton Grand

A. TITLE OF FUNCTION OR EVENT: _____

Day(s): _____ Date(s): _____ Start Time: _____ am/pm End Time: _____ am/pm
Please indicate the day(s) of the week, date(s), start time and end time of your function.

B. ESTIMATED ATTENDANCE: _____

Display on Hotel or Convention Center Bulletin Board?: Yes No

TYPE OF FUNCTION:

	Start Time	End Time	<input type="checkbox"/> Beverage Breaks	<input type="checkbox"/> am	<input type="checkbox"/> pm
<input type="checkbox"/> Meeting	_____	_____			
<input type="checkbox"/> Breakfast	_____	_____	<input type="checkbox"/> Reception	start time	_____ p.m.
<input type="checkbox"/> Lunch	_____	_____		end time:	_____ p.m.
<input type="checkbox"/> Dinner	_____	_____	<input type="checkbox"/> Entertainment--Type	_____	

C. FUNCTION SET-UP: (Please include as many details as possible.)

SEATING:

Theater Style
 Conference Style
 U-Shape Table
 Hollow Square
 Reception Style
 Banquet Rounds
 Classroom Style

EQUIPMENT/AUDIO VISUAL: (rental charges will be billed separately)

Standing Lectern
 Table Lectern
 Overhead/Stand
 Flipchart
 Slide Projector/Stand
 Screen
 Other Equipment: _____

FOR NPF USE ONLY	
Room Assignment:	_____
To Facility On:	_____
To Affiliate On:	_____

D. BILLING: (Must be completed before meeting space will be assigned; for guarantee of space only. Discuss your billing options with the facility upon confirmation of space from NPF.)

Organization: _____ Contact Name: _____
Address: _____ Email: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____

Email all requests to NPF at meetings@npf.org.