



ExecuTech Suites ♦ 5933 NE Win Silvers Drive, Suite #205 ♦ Portland, Oregon 97220

## Banquet/Conference Facility Request Form

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Date of Event: \_\_\_\_\_  
Time of Event: Start Time \_\_\_\_\_ End Time \_\_\_\_\_

### Conference Room Assigned: (check one box)

<b>Conf. Room #1</b>	<input type="checkbox"/>	Max # of People = 4
<b>Conf. Room #2</b>	<input type="checkbox"/>	Max # of People = 35-40 (Sitting) Max # of People = 45 (Theatre Style)
<b>Conf. Room #3</b>	<input type="checkbox"/>	Max # of People = 8

Expected Number of Attendants: \_\_\_\_\_

### SET - UP: (Circle one that applies)

<b>Classroom Style</b>	Yes	No
<b>U-Shape Style</b>	Yes	No
<b>Theatre Style-Chairs Only</b>	Yes	No
<b>Boardroom Style</b>	Yes	No

### AMENITIES (circle all that applies)

COFFEE	Yes	No
TEA	Yes	No
POP	Yes	No
BOTTLED WATER	Yes	No
TV	Yes	No
VCR/DVD	Yes	No
WIPEBOARD	Yes	No

How did you hear about Executech Suites?  
\_\_\_\_\_

Are there any other specific requests that you have for your event?  
\_\_\_\_\_  
\_\_\_\_\_

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Phone 503.595.3300 ♦ Fax 503.595.3333 ♦ www.executechsuites.com