REQUEST FOR CONFERENCE - TRAINING FACILITY

REQUESTER - FLEET READINESS CENTER SOUTWEST

NAME	CODE	PHONE NUMBER	DATE

EVENT POC	
POC PHONE NUMBER	

CONFERENCE / TRAINING EVENT REQUESTED

SUBJECT		
TOTAL NUMBER DAYS	DATES	START - END TIMES
REQUESTED SOURCE		
ADDRESS		
SOURCE POC / PHONE		

PARTICIPANTS

COMMAND(S) / DEPARTMENT(S)	NO. ATTENDEES

FACILITY REQUIREMENTS

CAPACITY	
COMPUTER	
PHONE / FAX	
AUDIOVISUAL	
INTERNET ACCESS	
VTC (Video Teleconference)	
OTHER	
OTHER	

STATEMENT OF NON-AVAILABILITY

The following government-provided facilities have been checked for availability and equipment and no facilities are available that meet the requirements

FACILITY NAME / LOCATION	REASON NOT USED

APPROVAL AUTHORITY

	NAME	SIGNATURE	PHONE	DATE
1	Requestor			
2	Business and Financial Manager			
3	Procurement authorizing Official			

REQUESTER: ATTACH A COPY OF THE VENDORS' QUOTES
ATTACH ADDITIONAL SHEETS AS NEEDED

REQUEST FOR CONFERENCE - TRAINING FACILITY
FACILITY AVAILABILITY - COST COMPARISON

LOCATION	
POC NAME	
POC PHONE NUMBER	
DATES & TIMES REQUESTED	
CAPACITY - ROOM RENTAL RATE	
COMPUTER - NUMBER & RATE	
PHONE / FAX - NUMBER & RATE	
AUDIOVISUAL - TYPE & RATE	
INTERNET ACCESS	
VTC (Video Teleconference)	
OTHER	
OTHER	
SPECIAL CONDITIONS	
TOTAL ESTIMATED COST	

LOCATION	
POC NAME	
POC PHONE NUMBER	
DATES & TIMES REQUESTED	
CAPACITY - ROOM RENTAL RATE	
COMPUTER - NUMBER & RATE	
PHONE / FAX -NUMBER & RATE	
AUDIOVISUAL - TYPE & RATE	
INTERNET ACCESS	
VTC (Video Teleconference)	
OTHER	
OTHER	
SPECIAL CONDITIONS	
TOTAL ESTIMATED COST	

LOCATION	
POC NAME	
POC PHONE NUMBER	
DATES & TIMES REQUESTED	
CAPACITY - ROOM RENTAL RATE	
COMPUTER - NUMBER & RATE	
PHONE / FAX - NUMBER & RATE	
AUDIOVISUAL - TYPE & RATE	
INTERNET ACCESS	
VTC (Video Teleconference)	
OTHER	
OTHER	
SPECIAL CONDITIONS	
TOTAL ESTIMATED COST	

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