



National Association of Elementary School Principals  
Pre-K–8 Principals Conference

Submission Deadline: May 7, 2021

Complete this form if your group requires the use of meeting space at a conference hotel at the NAESP Pre-K-8 Principals Conference. You will be provided with specific instructions on how to finalize meeting details with appropriate hotel staff at that time.

Return completed form to Deborah Young via e-mail [dyoung@naesp.org](mailto:dyoung@naesp.org), or by fax at 703-549-5568.

**NAESP Meeting Space Request Rules & Guidelines** (by completing this form you agree to these rules & guidelines)

- Affiliate functions may not be scheduled during any official NAESP functions without NAESP’s written approval.
- Complete the Social Request Form and submit it to Deborah Young for approval & scheduling.
- Room assignments will be on a first-come, first-served basis and are subject to availability.
- NAESP will contact you if there is a scheduling conflict with your requested day/date/time. Once approved, NAESP will contact the hotel to grant permission to release the requested meeting space.
- Upon notification from NAESP, the hotel will contact the group’s on-site contact named on this form to make the necessary arrangements. A meeting room rental fee may or may not be charged depending upon the individual property.
- Groups are responsible for providing all meeting room, food & beverage, & audio visual requirements to the venue personnel; and for all expenses incurred on site.

Contact Information

Affiliate/Association:			
Street Address:			
City:	State:	Zip:	
Telephone:			
Onsite Contact:		Website:	
Contact E-mail:			
Name of Event:			
Date & Day:		Start Time:	End Time:
Approx: Attendance:			
<b>ROOM SET:</b> (check one)	<input type="checkbox"/> Reception/Cocktail Rounds	<input type="checkbox"/> Theatre	<input type="checkbox"/> U-shape

	<input type="checkbox"/> Hollow Square	<input type="checkbox"/> Banquet Rounds	<input type="checkbox"/> Classroom
	<input type="checkbox"/> Hospitality Suite	<input type="checkbox"/> Other	
<b>FOOD &amp; BEV. :</b>	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Reception
	<input type="checkbox"/> Other		
<b>AUDIO VISUAL:</b>	<input type="checkbox"/> Podium	<input type="checkbox"/> Microphone	<input type="checkbox"/> Screen
	<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Internet	<input type="checkbox"/> Other