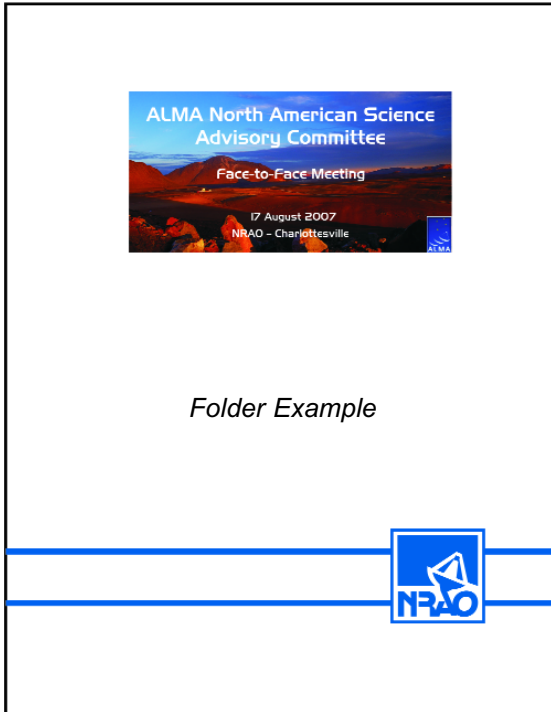


NRAO MEETING PROVISIONS AND CHECKLIST

GRAPHICS AND PRINTING

Objective: to provide event hosts and attendees with materials needed to make their event successful and to give our “guests” information about the National Radio Astronomy Observatory as a premiere scientific organization. There is no charge for the following:



- Folders for each attendee with “meeting specific” label that can also include person’s name and institution. Inside each folder can be any event handouts, agendas, general information for your meeting, and a nametag. Included in each folder will be current NRAO, ALMA, EVLA, GBT, and VLBA brochures.
- Printing of meeting materials is provided.
 - We can also provide design and printing of posters and signs needed for your meeting.



Nametag

- Nametags can be produced with event name, date, logos, photo background, etc. The information for these must be provided no less than **one week prior to event**.

Please check items requested and return to Patricia Smiley, room 213, Edgemont Road, CV.

<input type="checkbox"/> Folders	Quantity _____	<input type="checkbox"/> Nametags	Quantity _____
<input type="checkbox"/> Agenda	Quantity _____	<input type="checkbox"/> Handouts	Number of Handouts _____

(Files with information for folders and nametags, as well as event agenda and handouts to be provided via email to psmiley@nrao.edu)

Posters Quantity _____ *(Electronic files for posters must be received no less than three days prior to meeting via email to psmiley@nrao.edu.)*

Other _____



Please note that if your budget allows and you wish to order “giveaways” (mugs, flash drives, t-shirts, etc.) artwork for each item must be produced and sent to vendor no less than **one month before event**. Catalogs are available for selecting these items.

Event Name

Host Contact

Date(s) of Event

Event Coordinator

Signature

Date