



## REQUEST FOR MEETING SPACE

### **Gaylord Texan Resort & Convention Center**

Complete and e-mail back to [mpawelski@nasgw.org](mailto:mpawelski@nasgw.org)

*No later than September 1, 2025*

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address | City | State | Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**DATE of Meeting:** ☐ Sun. 10-12   ☐ Mon. 10-13   ☐ \*Tues. 10-14   ☐ \*Wed. 10-15

**HOURS:** from \_\_\_\_ a.m./p.m. to \_\_\_\_ a.m./p.m.

**NUMBER of people:** \_\_\_\_\_

**SET UP:** ☐ Classroom   ☐ Hollow Square   ☐ Rounds   ☐ Reception

**ADDITIONAL Needs:** ☐ Catering   ☐ Audio/Visual   ☐ Wi-Fi

Requests will be forwarded in the order in which they are received. You will be contacted directly by the Gaylord Texan staff to finalize all details.

**\*NOTE** - Meeting Space is NOT available during our regular Expo hours or during the Tuesday (10/14) Appreciation Reception/Dinner beginning at 6:00 p.m.