



STICK Request Form

Fill out the following information and return to stick@rtaarchitects.com. Complete **all** fillable portions of this form, incomplete forms will be returned for completion and will delay the process.

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The presenter is responsible for providing and ordering lunch (to include drinks). Items that will be delivered must be received 30 minutes prior to start of the session unless you are bringing them.

RTA will inform you a week prior to the session the number of attendees and their menu selections if applicable.

Company Name:

Contact Name:

Contact Email Address:

Phone Number:

CEU or LEED credit eligible: Yes No

Will you be presenting in-person or virtually: In-Person Virtually
(If virtually, email the online meeting information to stick@rtaarchitects.com)

Insert description of presentation:

Lunch Provider Choice

Return a menu with items our staff can choose from or let us know if you will bring a “spread” style set up or variety platter.

Menu provided by presenter (**must be returned with request form**)

I will bring lunch

Below is a list of local restaurants/eateries for your convenience (all menus are available online).

Chick-fil-A
Chipotle
Dickey's BBQ
Eastcoast Deli
Einstein Bros
Garbanzo Mediterranean
Jack Quinn's
Jimmy John's
Modern Market Eatery
Panera
Qdoba
Tokyo Joe's
Urban Egg

Available Technology

Our conference room is equipped with an 80" Flatscreen monitor with an HDMI input. The cable will be provided for you if you choose to use this option. You can also bring your presentation on a flash drive and use our dedicated computer in the conference room for your presentation. Power and wireless internet is also provided.

If you need specialized adapters to connect your equipment to an HDMI cable, you are responsible for providing that.

Our stick lunches are typically simulcast in either Teams or Zoom for our staff that are working remotely. By default, we will setup and provide our staff with the online meeting information unless you specifically request to provide your own information for the meeting.