

# CONFERENCE PLANNING FORM

<b>CONFERENCE TITLE:</b> _____				
Organization Name _____				
Type of Event _____		Preferred Dates _____		To _____
Preferred facilities	SV _____	AV _____	UV _____	CV _____

## CONTACT INFORMATION

Contact \_\_\_\_\_ Email \_\_\_\_\_

(wk) \_\_\_\_\_ (cell) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## HOUSING REQUIREMENTS

Total # of participants: \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_ (Staff) \_\_\_\_\_

Minors \_\_\_\_\_ Chaperones \_\_\_\_\_ (1-12 ratio under 18) or (1 - 6 ratio under 12)

Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_

Nightly Rate: \$ \_\_\_\_\_ per person/per night

Assist with Check in Date \_\_\_\_\_ Time \_\_\_\_\_

Assist with Check out Date \_\_\_\_\_ Time \_\_\_\_\_

Master keys \_\_\_\_\_

Parking permits Y or N \_\_\_\_\_ Dates \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## MEETING ROOM REQUIREMENTS

Village Square Date \_\_\_\_\_ Time \_\_\_\_\_

UV Conference Date \_\_\_\_\_ Time \_\_\_\_\_

UV Multipurpose Date \_\_\_\_\_ Time \_\_\_\_\_

Other \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_