CONFERENCE PLANNING WORKSHEET

DATES: Potential dates for conference (Please indicate if these are flexible.):

1. _____ 2. _____ 3. _____

NUMBER: Estimated number of people attending: _____ Estimated number of people staying on campus: _____

SLEEPING ACCOMMODATIONS: Single rooms, double rooms, or combination (June through mid-August only)

Number of singles _____ Number of people in doubles _____

MEALS: Please check meal(s) in dining hall requested. (*You must have at least one per day and that selection must remain the same throughout the conference.)*

❑ Breakfast ❑ Lunch ❑ Dinner

MEETING ROOM NEEDS:

Date(s)	**Time(s)**	**Type** *(Large/Small/Breakout)*	**Set Up** *(Lecture, Classroom, Banquet, etc.)*	**Audio/Visual or IT** *(Overhead projector, flip charts, internet access, etc.)*

CATERING NEEDS:

Date(s)	**Time(s)**	**Type** *(Breaks/Receptions, etc.)*