

# Event Information Sheet

Today's Date: \_\_\_\_\_

Event Name: \_\_\_\_\_  
\_\_\_\_\_

Meeting     Conference     Training     Placement     Lecture     Workshop  
 Breakfast     Brunch     Lunch     Reception     Dinner     Hospitality

## Contact Information

Name: \_\_\_\_\_  
Org / Co / Dept: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Payment Method:    Visa/MC    Discover  
FOAPAL: \_\_\_\_\_

## Event Information

Event Date(s): \_\_\_\_\_  
Location Preferred: \_\_\_\_\_  
Secondary Location: \_\_\_\_\_  
Start Time: \_\_\_\_\_ am / pm  
End Time: \_\_\_\_\_ am / pm  
# of Guests: \_\_\_\_\_  
Bar: (21 day notice needed)    Yes    No  
Valet Event Parking:    Yes    No  
Catering Needed:    Yes    No

## Accommodations Information

Hotel Room(s) Needed:    Yes    No    Date(s) Needed: \_\_\_\_\_  
Type of Rooms: \_\_\_\_\_  
Rooming List or \_\_\_\_\_  
Guests Call: \_\_\_\_\_  
Residence Halls Needed:    Yes    No    Event to Pay or \_\_\_\_\_  
Event to Pay or \_\_\_\_\_  
Guests to Pay? \_\_\_\_\_  
Notes: \_\_\_\_\_  
Single: \_\_\_\_\_  
Double: \_\_\_\_\_

## Miscellaneous Information

Audio Visual Needs:	Yes	No	Describe: _____
On-Line Registration:	Yes	No	Describe: _____
Transportation Needs:	Yes	No	Describe: _____
Decorations:	Yes	No	Describe: _____
Musician:	Yes	No	Describe: _____
Keynote:	Yes	No	Describe: _____
Book Signing:	Yes	No	Describe: _____
VIPs Attending:	Yes	No	Describe: _____
Breakout Sessions:	Yes	No	Describe: _____
Poster Session:	Yes	No	Describe: _____
Name Tags:	Yes	No	Describe: _____
Miscellaneous Information:			