



CONFERENCE AGREEMENT

Today's Date _____

Facility _____
 Address _____
 City _____ State _____ Zip _____
 Point of Contact _____ Phone _____
 Date of Function _____ Attendance Number _____

FACILITY ACCOMMODATIONS:

Block of Rooms			Remarks:
State Rate	Y	N	
Conference Room	Y	N	
Vendor Accommodations	Y	N	

CONFERENCE LOCATION:

- _____ Conference Room
 - _____ Lobby
 - _____ Vendor Accommodations
 - _____ Banquet Room
 - _____ Breakout Rooms
- | | | |
|----------------------|--------------------|---------------------|
| ___ Screen | ___ Extension Cord | ___ Display/tables |
| ___ Projection Table | ___ Overhead | ___ Slide Projector |
| ___ Pointers | ___ Projector | ___ TV/VCR |
| ___ Easel | ___ Podium | ___ Stage |
| ___ Flip Chart | ___ Speakers | ___ Other |

FOOD MENU: (cater in / on site / gratuity)

Remarks:

