



## CONFERENCE PROPOSAL

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:



