MEETINGS & RECEPTIONS ROOM RESERVATION FORM

Use this form to request complimentary use of meeting space to host a function during the conference. Your request must be received by **February 2, 2024**. Space is limited and not all requests can be accommodated. Space is awarded on a first-to-ask, first-to-receive basis. Meeting rooms will be assigned on or before **February 29, 2024**.

CONTACT INFORMATION (Please print clearly.)

Company: _____
PRINT THE NAME AS YOU'D LIKE IT TO APPEAR IN THE PROGRAM.

Address: _____

City/State/Zip: _____ / _____ / _____

Contact Person: _____

Email: _____ Phone: _____ Ext. _____

EVENT DETAILS (Enter the details for your reception, meeting, focus group, etc.)

Event Name: _____
PRINT THE NAME AS YOU'D LIKE IT TO APPEAR IN THE PROGRAM.

List in the Program?   Y   N   Estimated Attendance: _____

Function Type :

Reception   Panel Discussion   ☐ In-Booth Reception   Meeting

Focus Group   Coffee Discussion   Other: _____

CATERING & AV (Select your package.) Do you require:

Catering   Yes   No   Bartender   Yes   No   Audio Visual, provide details   Yes   No

Additional Details: _____

All catering and audio/visual arrangements and payments will need to be made directly with the Palmer House. A union technician is required for all A/V, even if you provide your own equipment – all costs are at the expense of the organization hosting the event. All groups must pre-pay for events, the Palmer House is not able to split billing between any University/College or group. Once scheduled, you will receive additional information from the Palmer House representative.

PREFERRED DATE & TIMES (Use the *Choice* column to enter a "1" next to your first choice, "2" next to your second choice, and so on.)

CHOICE	DAY					TIME FRAME
	WED	THUR	FRI	SAT	SUN	7:00pm – 8:30 pm
	WED	THUR	FRI	SAT	SUN	10:00 pm – 11:30 pm
	WED	THUR	FRI	SAT	SUN	OTHER:
	WED	THUR	FRI	SAT	SUN	OTHER:
	WED	THUR	FRI	SAT	SUN	OTHER:
Notes:						

RETURN COMPLTED FORM TO: Bonnie VanDeventer   **Email:** VanDeventer@mpsanet.org   **Phone: 812 558 0588 Ext 1**