

Thursday, April 3– Sunday, April 6, 2025
MEETINGS & RECEPTIONS ROOM RESERVATION FORM

Use this form to request complimentary use of meeting space to host a function during the conference. Space is limited and not all request can be accommodated. Space is awarded on a first-to-ask, first-to-receive basis. Meeting rooms will be assigned on or before **February 28, 2025**. The deadline to request space was February 5, 2025, however space may still be available. Please contact vandeventer@mpsnet.org to see if we can accommodate your request.

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.)

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. **WILL YOU REQUIRE ANY OF THE FOLLOWING:**

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

Additional Details: _____

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. "Other" suggest a time and we will let you know if we can accommodate you.) Once your event is scheduled, a representative from the Palmer House will reach out to you, if you selected any of the above details.

CHOICE	DAY					TIME FRAME
	WED	THUR	FRI	SAT	SUN	
	WED	THUR	FRI	SAT	SUN	7:00pm - 8:30 pm
	WED	THUR	FRI	SAT	SUN	9:30 pm - 11:00 pm
	WED	THUR	FRI	SAT	SUN	OTHER:
	WED	THUR	FRI	SAT	SUN	OTHER:
	WED	THUR	FRI	SAT	SUN	OTHER:

Notes:

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