

Villanova University Office of Conference Services
Meeting Information Sheet #3

Please fax (610-519-7869) or e-mail (stefanie.austinat@villanova.edu) this Info Sheet to Conference Services by the date indicated below and keep a copy for your records. With any questions or comments, please call us at 610-519-7790. **Both sides must be completed.**

Meeting Info Sheet #3 - Due

Today's Date: _____

Section 1:

Group/Organization/Department Name: _____
Program/Event Name: _____

Date of Arrival: _____ Hours of Program Check-In: _____ to _____
Hours of Housing Check-In: _____ to _____ (Standard: 3pm)
Date of Departure: _____ Hours of Program Check-Out: _____ to _____
Hours of Housing Check-Out: _____ to _____ (Standard: 12pm)

Date(s) of Staff Arrival: _____ Number of Staff: _____
Early Arrivals, per arrangement (#s incl. staff / Dates): _____ / _____
Late Departures, per arrangement (#s incl. staff / Dates): _____ / _____

Desired Registration Sites for Program: _____ Tables/Chairs needed from OCS: _____ / _____ by Date/Time: _____ / _____
Housing: _____ _____ / _____ _____ / _____

Conference Services Staff requested for Housing Check-In, based on availability: Yes, ___ to ___ (3 hours complimentary, \$20.00 per staff per hour for additional hours) No

Section 2:

Primary Group Administrator/Planner: _____ on site off site
Address: _____
Office Phone Number: _____
Cell Phone Number: _____
E-mail Address: _____
Associate Administrator/Planner (on site): _____
Address: _____
Office Phone Number: _____
Cell Phone Number: _____
E-mail Address: _____
Group Billing Address: _____
Billing Contact, if different from above: _____

Contact for housing/dining arrangements: Primary Planner Associate Planner Other _____

Contact to call for on-site emergencies and off-hour arrivals: _____
Cell Phone Number: _____

Section 3: (Guarantees)

A. Housing/Commuters

	Residents (M/F)	Commuters (M/F)	Total (M/F)
Number of Staff	/	/	/
Number of Participants	/	/	/
Total	/	/	/

B. Dining

List your **guaranteed numbers of diners** for on-campus Dining Hall meals in the appropriate fields for each day of your stay. (Please continue on separate sheet, if necessary.)

Day/Date	Breakfast #s	Lunch #s	Dinner #s

C. Catering

Describe your on-campus Catering needs by indicating the type of function, location and time for the appropriate days. **Include guaranteed numbers.** Catering functions include: catered breakfasts/lunches/dinners, tote-bag meals, morning/afternoon refreshment breaks, receptions, evening socials or other (please explain). You will also need to contact Catering (610-519-7273) to place this Catering order and Ron Diment (610-519-7580) to discuss locations for your functions.

Day/Date	Type of Function	Location	Time	Number of Diners

Do you have individuals with disabilities in your group? Yes* No
 Do you have individuals with special dietary requirements in your group? Yes* No

*If yes, please provide details below and call 610-519-7790 for arrangements.

Notes:
