

## CONFERENCE HOTEL AUTHORIZATION

Name of Meeting/Conference \_\_\_\_\_

Desired Dates \_\_\_\_\_ Desired Location \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ # Sleeping Rooms \_\_\_\_\_ # Meeting Rooms \_\_\_\_\_

Catering/Restaurant Facilities Needed? \_\_\_\_\_

### HOTELS CONTACTED

1. Hotel Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Lodging Prices – Single \_\_\_\_\_ Double \_\_\_\_\_

Avg. AV Prices: AV screen Pkg \_\_\_\_\_ Internet Connect \_\_\_\_\_ Easel/Flipchart \_\_\_\_\_

Per Diem Food Prices? Yes \_\_\_\_\_ No \_\_\_\_\_

Handicap Accessible? Yes \_\_\_\_\_ No \_\_\_\_\_

2. Hotel Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Lodging Prices – Single \_\_\_\_\_ Double \_\_\_\_\_

Avg. AV Prices: AV screen Pkg \_\_\_\_\_ Internet Connect \_\_\_\_\_ Easel/Flipchart \_\_\_\_\_

Per Diem Food Prices? Yes \_\_\_\_\_ No \_\_\_\_\_

Handicap Accessible? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Hotel Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Lodging Prices – Single \_\_\_\_\_ Double \_\_\_\_\_

Per Diem Food Prices? Yes \_\_\_\_\_ No \_\_\_\_\_

Handicap Accessible? Yes \_\_\_\_\_ No \_\_\_\_\_

AV Prices: AV screen Pkg \_\_\_\_\_ Internet Connect \_\_\_\_\_ Easel/Flipchart \_\_\_\_\_

Bid Awarded To: \_\_\_\_\_

Reason: \_\_\_\_\_

Bids Done By: \_\_\_\_\_

Approved By (over \$2,000) \_\_\_\_\_