CONFERENCE HOTEL AUTHORIZATION

sired Dates	Desired Location	n	
imated Attendance	_ # Sleeping Rooms	# I	Meeting Rooms
ering/Restaurant Facilities Nee	ded?		
TELS CONTACTED			
Hotel Name			
Contact Person			
		Connect	Easel/Flipchart
Handicap Accessible? Yes	No		
Hotel Name			
Lodging Prices – Single		Double	
Avg. AV Prices: AV screen Pkg	Internet	Connect	Easel/Flipchart
Handicap Accessible? Yes	No		
Hotel Name			
Lodging Prices – Single		Double	
Per Diem Food Prices? Yes	No		
Handicap Accessible? Yes	No		
		ect	Easel/Flipchart
Cor Lod Per Har	ntact Person ging Prices – Single Diem Food Prices? Yes ndicap Accessible? Yes	latact Person	Phone ging Prices – Single Double Diem Food Prices? Yes No ndicap Accessible? Yes No
Awarded 10:			
ason:			
3 DOILE DA			
	imated Attendance rering/Restaurant Facilities Need TELS CONTACTED Hotel Name Contact Person Lodging Prices - Single Avg. AV Prices: AV screen Pkg Per Diem Food Prices? Yes Handicap Accessible? Yes Hotel Name Contact Person Lodging Prices - Single Avg. AV Prices: AV screen Pkg Per Diem Food Prices? Yes Handicap Accessible? Yes Hotel Name Contact Person Lodging Prices - Single Per Diem Food Prices? Yes Handicap Accessible? Yes AV Prices: AV screen Pkg Avarded To: Awarded To: ason:	imated Attendance # Sleeping Rooms	Hotel Name