



## Meeting Planning Guide

### Booking Information

Name of Group
Contact Name
Address
Phone Number
Email Address
Date(s) of Event
Time of Event
Space Required
Number of Attendees
Meeting/Event Name
On-Site Contact

### Banquet Needs

<b>Set-Up Requirements</b>
U-Shape
Conference Style
½ Moon Rounds
Classroom Style
Theatre Style
Rounds of 8
Display/Exhibit
Registration Table with (_____) & Wastebasket
Speaker Table
Display Table
Podium
Break Table
Buffet Table
Stage
Stool
<b>Audio/Visual Needs</b>
Screen
LCD Projector
Sound Cord
Flip Chart with Markers
Microphone (Cordless or Lavalier)
Speaker Phone
TV/DVD Player
Extension Cord



## Meeting Planning Guide

### Room Assignments

Bethel (40 people)
Hamline (40 people)
Concordia (40 people)
Bethel/Hamline (80 people)
Hamline Concordia (80 people)
Ballroom (200 people)

### Catering

Water Glasses/Carafes (On Tables or Station)
Morning Break Items
Time:
Breakfast
Time:
Refresh Break Items
Time:
Lunch (Plated or Buffet)
Time:
Dessert
Beverages
Time Out:
Afternoon Break Items
Time:
Hors D'oeuvres
Time:
Bar
Beer/Wine Station
Dinner (Plated or Buffet)
Time:
Dessert



## Meeting Planning Guide

Beverages
Miscellaneous

### **Other Requests:**

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### **Payment Method:**

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