

Multi-Facility Event Inquiry Call Log

University of Minnesota -- Conference and Event Services

Assigned CES Conference Manager _____

Date of Inquiry _____

Conference Name _____

Event Date(s) _____

Primary Coordinator _____

Phone _____

Email _____

Secondary Coordinator _____

Phone _____

Email _____

Address _____

Fax _____

Estimated Attendance _____

Event Profile *(Describe purpose of event)* _____

LOCATION

Which twin cities campus are you most interested in placing your event:

Minneapolis East Bank Campus

St. Paul Campus

Minneapolis West Bank Campus

Does not matter

Which UMN Venues are you interested in placing your event at:

Bell Museum of Natural History

Landscape Arboretum

Univ. Libraries _____

Campus Club

Mariucci/Ridder Arenas

Univ. Recreational Sports

Coffman Memorial Union

McNamara Alumni Center

Weisman Art Museum

Continuing Education & Conference Center

Northrop Auditorium

Williams Arena

Digital Technology Center

St. Paul Student Center

I don't know

The Fieldhouse

Sports Pavilion

Other _____

HHH/ Law School Building

Ted Mann Concert Hall

UMN Classroom Facilities

Anticipated space needs:

Registration Area

Theater seating *(capacity)* _____

General Session *(capacity)* _____

Exhibit Area *(# of booths)* _____

Meeting Rooms *(capacity/each)* _____

Other _____

Banquet Facility *(capacity)* _____

Standing Recep. *(capacity)* _____

PARKING I will need parking on campus for:

Attendees with on-campus housing

Both

Conference attendees only

Do not know at this time

HOUSING

I am interested in on-campus housing for my conference or camp (summer only): YES NO

I anticipate _____ attendees will need on-campus housing.

I am interested in the following residence halls:

- | | | | |
|-------------------------------------|--------------------------------------|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Comstock | <input type="checkbox"/> Territorial | <input type="checkbox"/> Bailey | <input type="checkbox"/> I don't know |
| <input type="checkbox"/> Centennial | <input type="checkbox"/> Yudof | <input type="checkbox"/> Sanford | |
| <input type="checkbox"/> Frontier | <input type="checkbox"/> Middlebrook | <input type="checkbox"/> Pioneer | |

I am interested in references to hotel accommodations near the University: YES NO

FOOD SERVICE

Food Service needed: NO MEALS 3 MEALS PER DAY CUSTOM

I would like to be put in contact with University Dining Services (UDS) Catering: YES NO

This conference will dine within residential dining facilities (summer only): YES NO

Other Food service needs _____

OTHER SERVICES I am interested in further information from the following offices:

U Card Office:	YES	NO	University Bookstores Office:	YES	NO
Signs and Graphics Office:	YES	NO	Security/UMPD Department:	YES	NO

AUDIO/VISUAL/COMPUTER

I will need the use of the following equipment or services:

- | | | |
|--|--|---|
| <input type="checkbox"/> Video/Data Projector | <input type="checkbox"/> Slide Projector | <input type="checkbox"/> Wired Connectivity |
| <input type="checkbox"/> Wired or Wireless Microphones | <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Portable Stereo/CD Player |
| <input type="checkbox"/> Portable Sound Systems | <input type="checkbox"/> Document Camera | <input type="checkbox"/> Easels/Dry Erase Boards |
| <input type="checkbox"/> Concert Sound System | <input type="checkbox"/> Telephone | <input type="checkbox"/> I do not know at this time |
| <input type="checkbox"/> TV | <input type="checkbox"/> Conference Call Unit | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> VCR or DVD Player | <input type="checkbox"/> Laptop Rental | _____ |
| <input type="checkbox"/> Portable Screens | <input type="checkbox"/> Computer Labs | _____ |
| | <input type="checkbox"/> Wireless Connectivity | _____ |
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STAFFING/PERSONNEL

I will need staffing in the following areas:

- | | |
|---|---|
| <input type="checkbox"/> Audio/Visual Technician | <input type="checkbox"/> High-Level Technical Advisor |
| <input type="checkbox"/> Computer/Technical Assistant | <input type="checkbox"/> I do not know at this time |
| <input type="checkbox"/> Security Staff | <input type="checkbox"/> Other |
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