### Multi-Facility Event Inquiry Call Log
**University of Minnesota -- Conference and Event Services**

<table>
<thead>
<tr>
<th>Assigned CES Conference Manager</th>
<th>Date of Inquiry</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Conference Name</th>
<th>Event Date(s)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Primary Coordinator</th>
<th>Phone</th>
<th>Email</th>
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<table>
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<tr>
<th>Secondary Coordinator</th>
<th>Phone</th>
<th>Email</th>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Fax</th>
<th>Estimated Attendance</th>
</tr>
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</table>

**Event Profile** *(Describe purpose of event)*

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<tr>
<th>LOCATION</th>
<th></th>
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Which twin cities campus are you most interested in placing your event:

- [ ] Minneapolis East Bank Campus
- [ ] Minneapolis West Bank Campus
- [ ] St. Paul Campus
- [ ] Does not matter

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

- [ ] Bell Museum of Natural History
- [ ] Campus Club
- [ ] Coffman Memorial Union
- [ ] Continuing Education & Conference Center
- [ ] Digital Technology Center
- [ ] The Fieldhouse
- [ ] HHH/ Law School Building
- [ ] Landscape Arboretum
- [ ] Mariucci/Ridder Arenas
- [ ] McNamara Alumni Center
- [ ] Northrop Auditorium
- [ ] St. Paul Student Center
- [ ] Sports Pavilion
- [ ] Ted Mann Concert Hall
- [ ] UMN Classroom Facilities
- [ ] Univ. Libraries
- [ ] Univ. Recreational Sports
- [ ] Weisman Art Museum
- [ ] Williams Arena
- [ ] I don’t know
- [ ] Other

Anticipated space needs:

- [ ] Registration Area
- [ ] General Session *(capacity)*
- [ ] Meeting Rooms *(capacity/each)*
- [ ] Banquet Facility *(capacity)*
- [ ] Standing Recep. *(capacity)*
- [ ] Theater seating *(capacity)*
- [ ] Exhibit Area *(# of booths)*
- [ ] Other

**PARKING**

I will need parking on campus for:

- [ ] Attendees with on-campus housing
- [ ] Conference attendees only
- [ ] Both
- [ ] 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:
- [ ] Comstock
- [ ] Centennial
- [ ] Frontier
- [ ] Territorial
- [ ] Yudof
- [ ] Middlebrook
- [ ] Bailey
- [ ] Sanford
- [ ] Pioneer
- [ ] I don’t know
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:
- [ ] Video/Data Projector
- [ ] Wired or Wireless Microphones
- [ ] Portable Sound Systems
- [ ] Concert Sound System
- [ ] TV
- [ ] VCR or DVD Player
- [ ] Portable Screens
- [ ] Slide Projector
- [ ] Overhead Projector
- [ ] Document Camera
- [ ] Telephone
- [ ] Conference Call Unit
- [ ] Laptop Rental
- [ ] Computer Labs
- [ ] Wireless Connectivity
- [ ] Wired Connectivity
- [ ] Portable Stereo/CD Player
- [ ] Easels/Dry Erase Boards
- [ ] I do not know at this time
- [ ] Other

### STAFFING/PERSOONEL
I will need staffing in the following areas:
- [ ] Audio/Visual Technician
- [ ] Computer/Technical Assistant
- [ ] Security Staff
- [ ] High-Level Technical Advisor
- [ ] I do not know at this time
- [ ] Other