

**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

