



## 2018 Meeting Planner Application (if applicable)

Business Name: \_\_\_\_\_ Facility Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_

Facility description? (If you need more room, please use the back.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b># of meeting rooms:</b>	_____
<b>Largest meeting room (sq. ft.):</b>	_____
<b>Total meeting space (sq. ft.):</b>	_____
<b>Dinner seating capacity :</b>	_____
<b>Theater style capacity:</b>	_____

<b>Services/Amenities, check all that apply...</b>	
<input type="checkbox"/> Lodging Property	# of rooms _____
<input type="checkbox"/> Restaurant/Food	
<input type="checkbox"/> In-House Catering	
<input type="checkbox"/> Caterer	
<input type="checkbox"/> Internet Access	
<input type="checkbox"/> WIFI in meeting rooms (wireless internet)	
<input type="checkbox"/> LCD Projector (for use with laptop)	
<input type="checkbox"/> Screen	
<input type="checkbox"/> TV/DVD player	

**NOTE: If you have multiple meeting rooms, please list each room below.**

<u>Name of Room</u>	<u>DIMENSIONS:</u>		<u>HOW MANY PEOPLE FIT:</u>			
	<u>Sq ft.</u>	<u>W X L</u>	<u>(chairs only) Theatre style</u>	<u>(meal) Banquet</u>	<u>Classroom</u>	<u>(standing) Reception</u>
EXAMPLE: Rose Room	1200	60 X 20	150	75	120	200

**Please email a photo(s) of your facility to [kmiers@DestinationMansfield.com](mailto:kmiers@DestinationMansfield.com) to finalize your listing. A rough diagram of your meeting room(s) is also required.**