



## 2020 Meeting Planner Application (if applicable)

Business Name: \_\_\_\_\_ Facility Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

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<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	

<b># of meeting rooms:</b>	_____
<b>Total meeting space (sq. ft.):</b>	_____
<b>Largest meeting room (sq. ft.):</b>	_____

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

	<b><u>DIMENSIONS:</u></b>		<b><u>CAPACITY:</u></b>			
	Name of Room	Square feet	L X W	Theatre Style (chairs only)	Banquet (tables w/meal)	Classroom
EX: Rose Room	1200	60 X 20	150	75	120	200

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