

## Meeting Planner Application (if applicable)

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| Services/Amenities, check all that apply...                        |                 |
|--|-----------------|
| <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.**

|               | <u>DIMENSIONS:</u> |             | <u>CAPACITY:</u> |                                |                            |           |
|---------------|--------------------|-------------|------------------|--------------------------------|----------------------------|-----------|
|               | Name of Room       | Square feet | L X W            | Theatre Style<br>(chairs only) | Banquet<br>(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.**