



**RALPH A. MACMULLAN CONFERENCE CENTER**

**GUEST REGISTER S**

Please indicate meals/use/lodging with a "1"			GROUP NAME:										DATES:															
GUEST NUMBER	DAY AND DATE		Gender m/f	BREAKFAST	USE FEE	LUNCH	USE FEE	DINNER	LODGING	BREAKFAST	USE FEE	LUNCH	USE FEE	DINNER	LODGING	BREAKFAST	USE FEE	LUNCH	USE FEE	DINNER	LODGING	BREAKFAST	USE FEE	LUNCH	USE FEE	DINNER	LODGING	
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# GROUP NEEDS SURVEY

**Please provide the requested information two weeks in advance of your arrival. Don't hesitate to give us a call if you have any questions regarding this form. We will be happy to assist you. Thank you for your cooperation.**

*(The survey is in table form. You can tab to each subject for ease of completion.)*

1. Conference Name: \_\_\_\_\_
2. On Site Conference Coordinator: \_\_\_\_\_
3. DATE first meeting convenes: \_\_\_\_\_ Time: \_\_\_\_\_
4. DATE final meeting adjourns: \_\_\_\_\_ Time: \_\_\_\_\_
5. Please indicate your billing information  
**BILL TO ADDRESS;**

Non-State agency invoice.

**Please provide an updated copy of your tax exempt status annually.**

- Number of single rooms requested: (*Availability may be limited*)    Men \_\_\_\_\_ Women \_\_\_\_\_
7. How many participants will require lodging the night before your scheduled arrival?  
(*Availability may be limited & may require changing rooms.*) \_\_\_\_\_
  8. Are you pre-assigning guestrooms?    Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes, provide guest room list**
  9. Are you pre-assigning roommates?    Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes, provide roommate list**
  10. Please describe any barrier-free facilities that may be required.

\_\_\_\_\_  
Please indicate number of meeting rooms needed. Please include dates and times of additional meeting spaces.

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
11. Please check your desired room/furniture arrangement for general sessions.  
\_\_\_\_\_ Classroom    \_\_\_\_\_ Boardroom    \_\_\_\_\_ Theater    \_\_\_\_\_ U-Shape  
Other (please describe) \_\_\_\_\_

12. Please show meeting rooms required and listed in the table below. You can insert rows by highlighting existing rows, put the cursor on the highlighted rows, click the right mouse button and select "insert rows." Please one line for each meeting room..

<i>Date</i>	<i>Start Time</i>	<i>End time</i>	<i># of Chairs</i>	<i>Audio-Visual Needs</i>	<i>Furniture Arrangement</i>

13. Would your group like a bar set up? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Please indicate dates and times in the table below.

<i>Date</i>	<i>Time</i>

14. Would your group like a bonfire set up? \_\_\_\_\_ Please indicate dates & times. \_\_\_\_\_

15 Please provide the number of participants that: do not eat meat, or animal by products.

Please describe other special diet needs.

**Please list any other special arrangements.**

**To insure your conference success, please return this completed form & a copy of your agenda two weeks prior to your event.**

# RALPH A. MacMULLAN CONFERENCE CENTER

## Snack Order Form

In addition to the items covered in your contract the Conference Center offers the following menu of snacks and hors d'oeuvres at the prices quoted. You may use this menu as an order form and submit it along with your group needs survey. **Snacks are delivered at 9:30 AM, 2:30 PM & 7:00 PM unless alternate arrangements have been made.**

FOR YOUR MEETING BREAKS		Date:			Date:			Date:		
		A.M.	P.M.	Evening	A.M.	P.M.	Evening	A.M.	P.M.	Evening
Assorted Soft Drinks	\$1.25/can									
Juice	\$1.25/can									
Bottled Water	\$1.25/bottle									
Fresh Baked Cinnamon Rolls	\$9.00/dozen									
Bananas, Apples, and Oranges	\$15.00/dozen									
Cookies	\$10.00/dozen									
Muffins & Fresh Baked Banana Bread	\$10.00/dozen									
Sliced Fresh Fruit and Dip	\$1.25/person									
<b>COLD HORS D'OEUVRES</b>										
Ham Roll-ups	\$.40/piece									
Celery with Cream Cheese	\$.25/piece									
Pretzels	\$3.50/pound									
TV Mix	\$6.00/pound									
Mixed Nuts	\$12.00 /pound									
Potato Chips	\$5.00/pound									
Potato Chip Dip	\$3.50/quart									
Popcorn	\$.50/person									
Sliced Meat & Cheese Tray	\$1.50/person									
Vegetables with Dip	\$1.25/person									
Ice Cream Social	\$3.00/person									
S'mores	\$1.50/person									
<b>HOT HORS D'OEUVRES</b>										
Jumbo Buffalo Wings Mild/Hot	\$1.00/piece									
Franks-In-A-Pretzel	10 piece/\$7.50									
Meat Balls	\$.35/piece									
Potato Bar	\$5.00/person									
Cheese Nachos	\$3.00/person									

If there is something you would like that is not on the list, please let us know. We will be happy to take your requests.

08/14/2013