



ST. JOHN'S COLLEGE CONFERENCE SERVICES

Conference Planning Worksheet

DATES: Potential dates for conference (Please indicate if these are flexible.):

I. _____ 2. _____ 3. _____

NUMBER:

Estimated number of people attending: _____

MEETING ROOM NEEDS:

[illegible]

CATERING NEEDS:

Date(s)	Time(s)	Type (Breaks/Receptions, etc.)
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SLEEPING ACCOMMODATIONS:

Single rooms, double rooms, or combination (June through mid-August only)

Number of Singles _____ Number of Doubles _____

MEALS:

Please check meal(s) requested.

(You must have at least one per day and that selection must remain the same throughout the conference.)

☐ Breakfast ☐ Lunch ☐ Dinner

