

Cornell University Campus Life

Conference/Event Planning Worksheet

The following worksheets are designed to assist both you and Conference Services in planning your event. Please provide as much information as you can at this time, attaching additional copies of these pages, if needed. *Please note that this preliminary information does not contract you, your organization, or Cornell University Conference Services.* Return to Conference Services, 206 Robert Purcell Community Center, Ithaca, NY, 14853 or confserv@cornell.edu.

Event Title: _____

**if this program is an annual or a bi-annual event, please provide us with the last location that the event was held:* _____

Sponsoring Department or organization: _____

"Host" staff person: _____

Name Title Address Phone Fax Email

"Contact" person (with whom Conference Services will be working directly):

Name Title Address Phone Fax Email

There is a one time per person administrative fee that covers the cost of the services that Conference Services provides. The base fee is \$32 which includes the services of on campus housing arrangements, basic registration staffing, and the opening of a Cornell account in the name of the conference/program. This fee increases as additional services are requested.

Logistics

Conference Start Day and Date (opening event information):

Conference End Day and Date: (Closing event information):

Total number of participants expected to register for this event:

Would you like Conference Services to masterbill you for all event related expenses? Yes No
"Masterbilled" means Conference Services will not accept money from attendees, but will bill the program facilitator at the conclusion of the event or program.

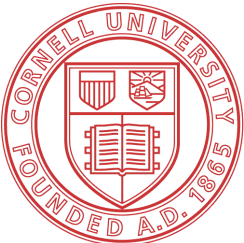
Would you like Conference Services to accept registrations and money for your program? Yes No

Would you like us to create an online registration website for your program? Yes No
There is a one time set up fee that is determined by the complexity of the registration form itself. In addition, a \$5.00 per person fee is charged for those who use the online registration services.

Are parking permits to be masterbilled? Yes No
Parking permits for the Conference Lot (CC) on North Campus are \$6.00 per day plus tax, 7 days a week. If you require passes for any other lots on campus, the prices may vary.

Are bus passes to be masterbilled? Yes No
TCAT bus passes are sold at \$3.00 per day per person.

Do you qualify for New York State tax exemption? Yes No
If so, please include a copy of your tax exempt certificate.



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Conference Registration

Date of earliest arrivals:

Date of latest departures:

Registration date(s) and hours:

Registration location and staffing needs:

Would you like us to provide "Welcome Packets" to attendees? Yes No

Note: Providing Welcome Packets will add to the per person administrative fee. These include a Cornell folder with a Visit Ithaca travel guide, Cornell notepad and pen.

Would you like us to design and produce "Name Badges" for your attendees? Yes No

**additional fee*

Would you like your name badges on a Cornell University lanyard? Yes No

**additional fee*

On Campus Housing

Planned arrival day and date for housed guests:

Note: Campus housing check-in after 2:00 PM day of arrival; check-out by 10:00 AM day of departure. If you require different check in and/or check out times, please let us know.

Preferred type: Traditional (non air conditioned) Air Conditioned Townhouse Apartment

Housekeeping service preferred:

- Basic Level - Room is cleaned and prepared with linens and towels upon arrival. No daily room service.
- Conference Level- Room is cleaned and prepared with linens and towels upon arrival. Room cleaning and fresh towels are provided daily.

Note: Air Conditioned and Townhouse Apartments only receive Conference Level service.

Our Residence Halls have single room and double room options. Single rooms have one twin size bed and double rooms have two twin size beds. Townhouse Apartments include two bedrooms which can be used as singles or doubles with a shared bathroom, kitchen, dining room and living room.

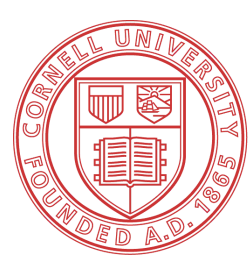
Number of Single Rooms: _____ Number of Double Rooms: _____ Number of Townhouse Apartments: _____

Off Campus Housing

Would you like a block of rooms reserved at a local hotel? Yes No

If so, how many rooms and for which nights?

If you have a hotel preference, please list the properties below:
(Property information, rates and proximity can be viewed at www.visitithaca.com)



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Meeting Space

Would you like Conference Services to reserve meeting space for your group?

Yes No

If yes, please fill out the section below.

Note: Reserving meeting space will add to the per person administrative fee.

Day and Date	Starting Time	Ending Time	Type of Room (Conference, classroom, etc.)	Type of Setup (tables/theater, etc.)	Number of People	AV Equipment Required

Will there be any other requirements that you know of?

For Cornell departments, please provide a *university account number*:

Signature Authority: *(Indicate the name and position of the person authorized to contract for this event.)*

Print Name

Title

Signature

Date