



2019 Summer Conference Final Guarantee

Organization Name:

Title of Conference/Program ("Program"):

Program Start Date:

Program End Date:

Contact:

Telephone:

Email:

FOR CONFERENCE CONTACT TO COMPLETE

Lodging

Activity Center Access

Assigned Facility:

Dates:

Double Occupancy: Males Females

No. of People:

Single Occupancy: Males Females

Parking Passes

No. Pillow Linen Packages:

Dates:

No. Replacement Linen Packages:

No. of People:

Comments/Special Requests
(curfew, gender separation, etc.):

Check In Time:

Check Out Time:

Meals

Breakfast Dates:

Lunch Dates:

Dinner Dates:

No. of People:

No. of People:

No. of People:

Signature:

Date:

FOR CONFERENCE SERVICE USE ONLY

ID Cards Order:

Facility Access:

No. of AC Access:

Curfew:

No. of Breakfasts:

No. of Lunches:

No. of Dinners:

Comments:

Cost:

Prepared by ID Card Services:

Received by Conference Services:

Parking Passes Order:

Cost:

Prepared by Parking:

Received by Conference Services:

Final guarantees are required 10 business days prior to first day of event.
Late fees will be charged if guarantee is not completed on time.