University of Minnesota – Conference and Event Services

Please provide the following preliminary information for your conference and mail to:

Conference and Event Services
University of Minnesota
210 Delaware Street SE
Minneapolis, MN 55455-0307

Or call (612) 625-9090 **or fax** to (612) 624-6987 after you have filled out the form.

Have you held a conference with us in the past? YES NO

Name: _____
LAST FIRST MIDDLE

Email Address: _____ Phone #: _____

Conference or Youth Group Name: _____

Mailing Address: _____

_____

_____
CITY STATE / ZIP

Type of Conference: ADULT YOUTH Other: _____

Anticipated Conference Date or Dates: _____

Estimated number of attendees: _____

Will you need food service for a reception, banquet, picnic, etc: (describe needs) _____

_____

If using the residence halls:

Please provide estimate of: _____Male _____ Female

Food Service needed: NO MEALS 3 MEALS PER DAY
CUSTOM

Date of first meal: _____ Date of last meal: _____

Other Food service needs: _____

Other information about the conference such as residence hall preference, campus preference (Mpls East Bank, Mpls West Bank, St. Paul), air conditioning, type of rooms, parking needs or any questions you might have can be described below: