**New Meeting Request Form**

Thank you for choosing HelmsBriscoe! To help us get started, please fill out as many details as possible for your meeting or event below and return this document to your HelmsBriscoe representative. We look forward to working with you!

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| **Requester Information** | |
| **Name** |  |
| **Title** |  |
| **Assn/Company** |  |
| **Address** |  |
| **Email** |  |
| **Phone** |  |
| **Best Way to Communicate** |  |
| **Who signs the contract?**  **City/State where they live** |  |
| **Meeting/Event Information** | |
| **Meeting Name** |  |
| **Timeline** | When do you need responses by? When do you plan to make a decision?  Do you plan on doing hotel sites? |
| **Estimated # Attendees** |  |
| **Dates** | **Check-in:**  **Check-out: Alternate dates:**  **Flexible dates? ☐Yes ☐No** |

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| --- | --- |
| **Destinations** | **First Choice: Second Choice:**  **Third Choice:** |
| **Hotel Room Block** | **Reservation Method?** Rooming list **OR** individual call in   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Date** | **Singles** | **Doubles** | **Suites** | **Staff** | **Other** | **TOTAL** | |  | 0 | 0 | 0 | 0 | 0 | **0** | |  | 0 | 0 | 0 | 0 | 0 | **0** | |  | 0 | 0 | 0 | 0 | 0 | **0** | |  | 0 | 0 | 0 | 0 | 0 | **0** | |  | 0 | 0 | 0 | 0 | 0 | **0** | |  | 0 | 0 | 0 | 0 | 0 | **0** | |  | 0 | 0 | 0 | 0 | 0 | **0** | | **TOTAL** | **0** | |
| **Room Budget per night**  **and**  **Food & Beverage**  **Budget** |  |
| **Meeting & Meals Agenda** | **Date Start Time End Time # Function Setup What AV**  **Attendees needed?**  **Additional Notes:**  Do you require a separate room for meals? Are there exhibits? If so, please describe.  AV needs?  (Send meeting agenda as attachment if available) |

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| **Requested Concessions** | (i.e.: suites, staff rated rooms, gov't per diem rate, discounted or comp internet in meeting space and/or guest rooms, discounted or comp parking.) |
| **Final Notes/ Comments** |  |

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