

# ReUnion Planning Form

## General Information

Official Name of ReUnion: \_\_\_\_\_

Approximate Number of People: \_\_\_\_\_

ReUnion Date: \_\_\_\_\_

## Contact Information

ReUnion Planner: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Hotel Information:

Rooms Needed: \_\_\_\_\_ Price: \_\_\_\_\_

Hotel Name: \_\_\_\_\_

Hotel Address: \_\_\_\_\_

Amenities Offered: \_\_\_\_\_

Hotel Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Dining/Banquet:

Estimated Number of People: \_\_\_\_\_ Budget Per Person: \_\_\_\_\_

Location: \_\_\_\_\_ Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dining Option: Casual    Formal Buffet    Sit Down    Barbeque    Other: \_\_\_\_\_