

Contact Person:

Location:

Estimate Number Enrolled:

Space/ Seating Availability in Room:

Copiers: (cost, access, availability)

Computer access:

Water access:

When can I get in to set up/ who do I contact?

Time school opens in the AM:

Availability:

Refrigerator for student lunches	Y	N
Beverages on site	Y	N
Air-conditioning	Y	N

Recommendation for good hotel:

Directions for initial letter:

Parking preferences: