



Booking Information

Name of Group
Contact Name
Address
Phone Number
Email Address
Date(s) of Event
Time of Event
Space Required
Number of Attendees
Meeting/Event Name
On-Site Contact

Banquet Needs

Set-Up Requirements
U-Shape
Conference Style
½ Moon Rounds
Classroom Style
Theatre Style
Rounds of 8
Display/Exhibit
Registration Table with (_____) & Wastebasket
Speaker Table
Display Table
Podium
Break Table
Buffet Table
Stage
Stool
Audio/Visual Needs
Screen
LCD Projector
Sound Cord
Flip Chart with Markers
Microphone (Cordless or Lavalier)
Speaker Phone
TV/DVD Player
Extension Cord



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Room Assignments

Gallery 1 (75 people)
Gallery 2 (75 people)
Gallery 3 (75 people)
Galleries 1 & 2 (150 people)
Galleries 2 & 3 (150 people)
Ballroom (250 people)
Executive Boardroom (20 people)

Catering

Water Glasses/Carafes (On Tables or Station)
Morning Break Items
Time:
Breakfast
Time:
Refresh Break Items
Time:
Lunch (Plated or Buffet)
Time:
Dessert
Beverages
Time Out:
Afternoon Break Items
Time:
Hors D'oeuvres
Time:
Bar
Beer/Wine Station
Dinner (Plated or Buffet)
Time:
Dessert

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Beverages

Miscellaneous

Other Requests:

Payment Method: