

MEETING INFORMATION

*Please complete and return to Steward & Associates with the contract (please print or type).
If you have any questions, please call 877.599.0099. You may Fax this form to (303) 496-7040*

Contact Person: _____ Email _____

Telephone Numbers: (Work) _____ (Home) _____

Organization: _____

Meeting Date: _____ Meeting Time: _____

Meeting Place: _____

Meeting Address: _____

Length and exact times of workshop

Tel. #: _____ Fax #: _____ Email: _____

HOTEL INFORMATION

Recommended Hotel: _____

Address: _____

Tel. #: _____ Fax #: _____

Confirmation # _____

Do you prefer to make reservations for us, or shall we? _____
Please be sure to guarantee late arrival, in the event of a flight delay.

TRAVEL INFORMATION

1. YES _____ NO _____ Speaker will be driving. Please include directions with this checklist.
2. YES _____ NO _____ Speaker will be flying.

PLEASE INCLUDE:

- a. Name of airport:

- b. Is a rental car needed? YES _____ NO _____
- c. Is a cab needed? YES _____ NO _____
- d. Will a staff member meet the flight? YES _____ NO _____
- e. How far is the speaker's hotel from the meeting site? _____
- f. From the airport? _____