

Florida Institute of Technology Conference Services Bureau Summer Program Information Sheet #3

Please fax (321-674-7706) or email (conference@fit.edu) this Info Sheet to Conference Services by the date indicated below and keep a copy for your records. Please call us at 321-309-3836 or 877-383-3684 with any questions or comments. **Both pages must be completed.**

Summer Program Info Sheet #3 – Due 10 working days prior	Today's Date: _____
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Section I: Program Details

Group/Organization/Department Name: _____
 Summer Program Name: _____
 Date of Arrival: _____ Hours of Program Check-in: _____ to _____
 Hours of Housing Check-in: _____ to _____
 Date of Departure: _____ Hours of Program Check-out: _____ to _____
 Hours of Housing Check-out: _____ to _____
 Date(s) of Staff Arrival: _____ Number of Staff: _____

Early Arrivals, per arrangement (#s incl. staff / dates) _____ / _____
 Late Departures, per arrangement (#s incl. staff / dates) _____ / _____

Desired registration sites for	Tables/Chairs	By Date/Time:
Program: _____	Needed from CSB: _____ / _____	_____ / _____
Housing: _____	_____ / _____	_____ / _____

Linen Packets Needed? Yes. Guaranteed Number _____ No

Section 2: Contact Information

Primary Contact Person: _____ on site off site
 Office Phone Number: _____
 Cell Phone Number: _____
 Email Address: _____

Contact to call for on-site emergencies and off-hour arrivals, if different from above:
 Name & Cell Phone Number: _____

Do you have individuals with disabilities in your group? Yes* No
 Do you have individuals with special dietary requirements in your group? Yes* No

**If you answered yes to either question above, please provide details below and call the CSB immediately for arrangement options.*

Section 3: Guarantee Numbers – You will be billed your guarantee or actual, whichever is higher

Overnight / Commuters	Residents (Male/Female)	Commuters	Totals
Number of Staff	/		
Number of Participants	/		
Total	/		

Dining

List your **guaranteed number of diners** for on-campus Panther Dining meals in the appropriate fields for each day of your stay, as well as preferred dining time. Every effort will be made to honor your time preference; however, times will be assigned based on a number of factors to ensure equal access for all. Please continue on a separate sheet, if necessary. Please keep in mind that on weekends, only Brunch (10:30am-2pm) and Dinner are served at Evans Dining, except by advance request for groups over 50 participants.

Day/Date/Time	Breakfast Guarantee #s	Lunch Guarantee #s	Dinner Guarantee #s

Catering

Describe your on-campus catering needs by indicating the type of function, location, and approximate time for the appropriate days. **Include guaranteed numbers.** Catering functions include: catered breakfasts, lunches, dinner, morning/afternoon refreshment breaks, receptions, banquets, evening socials, or other (please explain). **You will also need to contact Panther Catering at 321-674-8077 to place the catering order.**

Day/Date	Type of Function	Location	Approximate Time

Notes & Additional Information:
