

APPENDIX I

Summer Conference and Event Services *External Programs Application*

Name of Program Organizer _____ Date of Application _____

Program Organizer Phone _____ Email _____

Program Name _____ Organization or Company Name _____

Address _____ State _____ Zip _____

Event Type ___ Adult Training ___ Day Meeting ___ Intern Lodging
 ___ Religious Group ___ Sports Camp ___ Youth Leadership
 ___ Educational Program ___ Other _____

URL _____ Is your organization non-profit? ___ yes ___ no If yes, non-profit status verification is required.

Purpose of your Organization _____

Purpose of this conference (Please attach program brochure if available)

Our program/organization enjoys: ___ regional recognition and/or ___ national recognition.

Will the program involve high school aged students? ___ Yes ___ No
Will the program involve other age children? ___ Yes ___ No
Will the program involve high school teachers? ___ Yes ___ No
Will the program involve other school teachers? ___ Yes ___ No

Estimated # of Attendees _____ % of youth attendees (under age 18) _____ vs % of adult attendees _____

Type of housing preferred ___ #Singles ___ # Doubles

We are interested in Non-Air Conditioned Housing ___ Yes ___ No

Desired Event Start Date: _____ Desired Event End Date: _____

Desired Event Start Time: _____ Desired Event End Time: _____

Date of first meal served _____ Breakfast ___ Break ___ Lunch ___ Dinner _____

Date of last meal served _____ Breakfast ___ Break ___ Lunch ___ Dinner _____

Are your meal times flexible? ___ Yes ___ No

Typically, conference attendees utilize the Wood Dining Commons for meals unless otherwise requested. Does your event require any catered events and, if so, date and request.

Date _____ Type _____

Date _____ Type _____

Meeting Room Requirements:

Please attach a sample schedule if available so we can best anticipate your scheduling needs.

Day	Start Time	End Time	# of Attendees	Room Set-up Dining with Rounds, Theater Style, Classroom Style, U Shape, Hollow Square	Technology / Misc needs Projector & Screen, Stage, Podium, Mic, Flipchart(s), Microphone (standard, wireless or lapel).

Please provide two references:

Name of Venue _____ Contact _____

Phone Number _____ Email _____ Date of last year hosted _____



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Phone Number _____ Email _____ Date of last year hosted _____

Please attach any supporting documentation to this application and submit to the Office of Seegers Union & Campus Events. For questions related to this application, please contact Conference and Event Services at 484-664-3810.

Thank you for your interest in Muhlenberg College. We will be reviewing your application and following up within three business days.

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