

# Meetings & Conferences Request Form



## Name

First

Last

## Organization

## Address

Street Address

Address Line 2

City

Province / State

Postal / Zip Code

Country

## Email

## Phone Number

## Fax Number

## Guestroom Arrival Date (MM/DD/YY)

## Guestroom Departure Date (MM/DD/YY)

## Additional Rooms

Will your group require room reservations or additional conference spaces?  Yes  No

Meeting Room Date(s)

Number of Meeting Attendees

Number of Sleeping Rooms

Number of Meeting Rooms Needed

## Type of Setup

## Special Requests (Catering, equipment, other services, etc.)

After completing this form please email it as an attachment to [catering@travelodgeregina.com](mailto:catering@travelodgeregina.com) or print and fax it to 1.306.586.9311. Upon receipt of your request, we will respond at our earliest opportunity.