



### Whitewater Golf Club Conference Planner

Please print off and fax to Whitewater at (807) 623-0360 or fill out the fields on this form, save it to your computer and send it to [kit@brunoscontracting.com](mailto:kit@brunoscontracting.com) with the subject Event Planning.

#### Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address 1: \_\_\_\_\_ Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### General Meeting Information

Meeting Name: \_\_\_\_\_

Total Attendees: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

#### Meeting Room Needs

**Do you need a general session meeting room?**

# of People: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Setup Type:

Theatre Style

Banquet Style

Classroom Style



**Do you need any breakout rooms?**

# of Rooms: \_\_\_\_\_

Avg.# of People: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Setup Type:

Theatre Style

Banquet Style

Classroom Style

**Describe any special needs for these meeting rooms:**

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**Accommodation Requirements**

Please enter the maximum number of each type of room you will need.

	<b>Single (King)</b>	<b>Double (2 Beds)</b>	<b>Suite</b>
Max Number	_____	_____	_____



**Audio Visual Needs**

Check any equipment that you will need in the **general session** room.

- Flip Chart
- 35mm Slide Projector
- Audio Taping
- High-Speed Internet Access
- LCD Projector
- Video Taping
- Wireless Internet Access
- Overhead Projector
- Screen
- Video Projector
- Rear Screen Projection

Check any equipment that you will need in the **breakout** rooms.

- Flip Chart
- 35mm Slide Projector
- Audio Taping
- High-Speed Internet Access
- LCD Projector
- Video Taping
- Wireless Internet Access
- Overhead Projector
- Screen
- Video Projector

**Food and Beverage Details**

Please check all F&B functions that may apply.

- Breakfast
- AM Coffee Break
- Lunch
- PM Coffee Break
- Dinner
- Reception

**Additional Comments:**

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