



Proposal to
Host 2021 or
2022
Conference

Institution Name: _____

Local Host: _____

Main Contact Name: _____

Contact Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____
Work *Cell* Email: _____

Two-Day Proposed Time Frame: _____ *Month* _____ *Day One* **and** _____ *Day Two* _____ *Year*

Location of the facility where you propose to have the conference sessions:

Is there sufficient parking located in close proximity? Yes No

If no, please explain:

Is there a charge for AV and other basic equipment? Yes No

Location and activity that you propose for the Special Event:

Is there a cost to use these facilities? Yes No

If yes, please explain:

AMENITITES:

Name of the hotel and address that you propose to use for lodging:

Is the hotel in close proximity to the proposed meeting facility? Yes No

How many miles away from the meeting facility is the hotel and what accommodations would be made for traveling to the meetings, hotel and special event?

Suggested Food for Breakfast, Snacks, Luncheon:

(please give detail of the type of food and drink and proposed location for luncheon and catering)

Additional Comments and/or Explanations:

ESTIMATED COST (based on 60 - 80 attendees):

Lodging/Parking Cost: _____

Costs for Meeting Rooms: _____

AV and/or Equipment Charges: _____

Food Costs for Attendees: _____

Printing, Postage, Miscellaneous Costs: _____

TOTAL ESTIMATED COST:

NOTE: Please attach any sample menus, estimates of cost, facility flyers, etc.

Conference Theme Suggestions:

Please return completed form to Lesley.Shotts@DrakeState.edu by March 1, 2020.

Please direct conference questions to Lesley Shotts at Lesley.Shotts@DrakeState.edu or (256) 551-5206 or visit <https://alair.org/>.