

**Barry University Conference & Event Services
Conference Fact Sheet**

.....
Name of Group: _____

Contact Person(s): _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Fax: _____

Email: _____

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Conference Dates: _____

Estimated Attendance: _____

Estimated number of guests requiring housing: _____

**Check-in location for all conferences at Barry is Dalton & Dunspaugh Lobby.*

Check-in Date and Time: _____

Early Arrivals? _____ If yes, arrival date and time: _____

Check-out Date and Time: _____

First Meal: _____ Last Meal: _____

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Facilities Desired (please check all that apply):

Athletic Fields

Gymnasium

Pool

Meeting Rooms

Classrooms/

Computer Labs

Outdoor Space (other than athletic fields)

Other (please specify): _____

**Conference & Event Services must approve the use of any campus facilities. This form will be used for preliminary planning purposes only. Requests for any of the facilities requested above should be submitted to our office in writing prior to your conference, with specific dates and times.*

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Additional Services (to be billed): _____

Audiovisual Equipment: _____

Equipment Rental (tents, decorations, etc.) _____

Security _____

Special Requests: _____

Please return this form to: Monica Soto
 Director, Conference & Event Services
 Barry University
 11300 NE 2nd Avenue
 Miami Shores, FL 33161
 By fax: (305) 899-3058
 By Email: msoto@mail.barry.edu

THANK YOU FOR CONSIDERING BARRY!