



2009 Meeting/Wedding/Reunion Planners Guide Information Sheet

Please complete this form and submit with any photos of your meeting rooms and 10 copies of any promotional materials that you use for meeting planners. Photos submitted digitally should be a minimum of 150dpi and free of any photo credits so that the VCB may use them in our marketing efforts

Contact Person: _____

Facility: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Website: _____

General Description of Facility/Services (please attach a separate sheet if necessary): _____

In-house food service available: _____ yes _____ no

***If you provide food/catering services please include a copy of your latest banquet menu.**

Do you offer catering off-site? _____ yes _____ no

Outside catering allowed: _____ yes _____ no

Bar Service: _____ yes _____ no

Alcohol Permitted: _____ yes _____ no

Is your facility handicap accessible? _____ yes _____ no

Directions from Interstate: _____

Outdoor grounds available: _____ yes _____ no

If yes, what is the capacity? _____

Is your facility open to hosting reunions and weddings? _____ yes _____ no

Meeting Spaces (please attach a separate sheet if necessary)

Space#1

Description of space/room: (Include name of room, style of room, AV equipment, etc.)

Square Ft. _____ Dimensions _____ Ceiling Height _____

Seating: (please list room/space capacity for each style)

Theater _____ Classroom _____ Banquet _____ Reception _____

Space#2

Description of space/room: (Include name of room, style of room, AV equipment, etc.)

Square Ft. _____ Dimensions _____ Ceiling Height _____

Seating: (please list room/space capacity for each style)

Theater _____ Classroom _____ Banquet _____ Reception _____

Space#3

Description of space/room: (Include name of room, style of room, AV equipment, etc.)

Square Ft. _____ Dimensions _____ Ceiling Height _____

Seating: (please list room/space capacity for each style)

Theater _____ Classroom _____ Banquet _____ Reception _____

Email, Mail or Fax to: Shauna Hearing
Information Manager
Cambridge/Guernsey County Visitors & Convention Bureau
627 Wheeling Ave., Suite 200, Cambridge, OH 43725
Email: destination@VisitGuernseyCounty.com
Website: VisitGuernseyCounty.com
Fax: 740.432.5976