



MEETING/EVENT SERVICES REQUEST

Organization: _____

Address: _____

Contact: _____

Phone: _____ Email: _____

Website: _____

Meeting/Event Name: _____

Meeting/Event Date: _____ Alternate Date: _____

Is this a reoccurring event? Yes No

Details: _____

Facility: _____

of Delegates: _____ Total Attendance: _____

Hotel Properties: _____

We Would Like Help With:

- Itinerary/Tour Planning
- Meeting/Event Service Worker / Registration Desk Assistant*
- Nametag Pre-registration* (*Excel database*)

**Please notify St. Landry Parish Tourist Commission at least 30 days prior to your meeting to qualify for these services. Registration assistance is only available to groups utilizing 50+ hotel room nights in St. Landry Parish.*

Nametags Ditty Bags Visitor Guides
Quantity: _____ Quantity: _____ Quantity: _____

Please return original at least 30 days prior to meeting/event date to:

St. Landry Parish Tourist Commission
Convention Services Supervisor • assistant@cajuntravel.com
P.O. Box 1415 • Opelousas, LA 70570 • 337 948-8004 • Fax - 337 948 1579