



**Property Response**

**Name of Organizer:** \_\_\_\_\_  
**Meeting/Event Name:** \_\_\_\_\_  
**Meeting/Event Date:** \_\_\_\_\_

SLEEPING ROOM FORECAST					
Day, m/dd/yy					
Rooms Offered:					

- Yes, I am interested in hosting this meeting/event.
- No, I cannot accommodate this meeting/event at this time.
- No, I cannot accommodate this meeting/event, but I can offer *Overflow* rooms.

**Property:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Property Address:** \_\_\_\_\_

**Meeting Room Rate:** \_\_\_\_\_  
**Comps Available:** \_\_\_\_\_  
**Catering Available:** \_\_\_\_\_  
**Amenities Available:** \_\_\_\_\_

**A/V Available:**     Teleconferencing                       Videoconferencing                       Projector & Screen

**Room Block Offered:**     M     T     W     TH     F     Sat     Sun

**Details:** \_\_\_\_\_

**Respond to:** \_\_\_\_\_  
**Respond by:** \_\_\_\_\_  
**Decision Date:** \_\_\_\_\_