



Post Office Box 1415
Opelousas, LA 70571-1415

337.948.8004
CAJUNTRAVEL.COM

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.*

| | | |
|-----------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Nametags | <input type="checkbox"/> Ditty Bags | <input type="checkbox"/> 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