

# MEETING ROOM/FUNCTION SPACE REQUEST FORM

## 2008 GCSAA Education Conference and

### Golf Industry Show

#### Orlando, FL



Association/Chapter/Exhibitor

Contact

Street Address

City

State

Zip

Telephone

Fax

E-mail

**If you are having more than one function, please complete a separate form for each one.**

Date of Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

From: \_\_\_\_\_ (am/pm)

To: \_\_\_\_\_ (am/pm)

Audience: \_\_\_\_\_

Purpose: \_\_\_\_\_

#### Trade Show Hours

Thursday, Jan. 31: 8:00 – 11:00 am (Distributor Preview)

Thursday, Jan. 31: 11:00 am – 6:00 pm

Friday, Feb. 1: 9:00 am – 5:00 pm

Saturday, Feb. 2: 9:00 am – 2:00 pm

Type of event:  Meeting  
 Breakfast  
 Lunch  
 Dinner  
 Reception  
 Other \_\_\_\_\_

#### Choose one or more hotels from the list below:

- |  |   |
|--|---|
| <input type="checkbox"/> Clarion Hotel Universal     | <input type="checkbox"/> Peabody Orlando - GCBAHQ             |
| <input type="checkbox"/> Crowne Plaza Universal      | <input type="checkbox"/> Renaissance Orlando Resort           |
| <input type="checkbox"/> Doubletree Castle Hotel     | <input type="checkbox"/> Residence Inn SeaWorld               |
| <input type="checkbox"/> Embassy Suites I - Drive    | <input type="checkbox"/> Rosen Centre - GCSAA HQ and NGCOA HQ |
| <input type="checkbox"/> Embassy Suites Jamaican Ct. | <input type="checkbox"/> Rosen Plaza Hotel - ASGCA HQ         |
| <input type="checkbox"/> Hilton Garden Inn           | <input type="checkbox"/> Wyndham Orlando Resort               |
| <input type="checkbox"/> Orlando Metropolitan Hotel  |   |

For meetings/functions to be held at venues other than a hotel, the official Destination Management Company (DMC), Hello Florida!, can assist you with those arrangements. Please check if you'd like them to contact you.

Hello Florida!

- Upon approval, this request will be provided to the selected hotel(s) or DMC. Representatives from the hotel or DMC will contact you within 10 business days to discuss specific arrangements for your function.

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Return this completed form to: Judy Schelar, Sr. Coordinator, Conference Events and Meeting Planner  
1421 Research Park Drive  
Lawrence, KS 66049-3859  
E-mail: jschelar@gcsaa.org  
Fax: 785.832-4477 Phone: 785.832.4459 or 800.472.7878 ext. 4459