

Conference Room Reservation for Members

Group/Meeting Name:

Date of Meeting:

Main Contact:

Phone

Email (Required)

Company

If the requested date is unavailable, is there another date we can check and reserve for your meeting?

Yes No

Alternate Date:

Number of Guests:

Room Reservation

Standard Conference Room (Seats 6-10)

Board Room (for groups larger than 10)

Board Room Configuration

Classroom
(Seats 50)

Theater
(Seats 80)

Pods

Board Room

Catering Needs

Would you like for us to suggest a Caterer? Yes No

**Beverage Service available for groups smaller than 15*

AV Needs

Projector/Screen

Laptop

Other

Please forward completed document in advance of meeting to
Alex Browder - abrowder@greaterlouisville.com