

JUSTIFICATION FOR CONFERENCE SITE SELECTION

Agency Name _____ Conference Planner _____

Street Address _____ Telephone _____

City/State/Zip _____ Name of Conference _____

Conference Frequency _____

SITE SELECTION:

Hotel/Motel Name _____

Street Address _____

City/State/Zip _____

BASIS FOR SELECTION:

OTHER HOTELS/MOTELS CONTACTED (attach a separate sheet if necessary):

1 Name _____ 3 Name _____

Street Address _____ Street Address _____

City/State/Zip _____ City/State/Zip _____

2 Name _____ 4 Name _____

Street Address _____ Street Address _____

City/State/Zip _____ City/State/Zip _____

LAST TWO HOTELS/MOTELS WHERE THIS CONFERENCE WAS HELD:

1 Name _____ 2 Name _____

Street Address _____ Street Address _____

City/State/Zip _____ City/State/Zip _____

Conference Planner' Signature

Date