Villanova University Office of Conference Services
Camp Information Sheet #2 -- 2017

Please fax (610-519-7869) or e-mail (stefanie.austinat@villanova.edu) this Info Sheet to Conference Services by the date indicated below and keep a copy for your records. With any questions or comments, please call us at 610-519-7790. Both sides must be completed.

Camp Info Sheet #2 - Due

Today’s Date: ________________

Section 1:
Camp Name: _______________________________________________________________________

Date of Arrival: ________________ Hours of Program Check-In: _______ to _______
Hours of Housing Check-In: _______ to _______
Date of Departure: ________________ Hours of Program Check-Out: _______ to _______
Hours of Housing Check-Out: _______ to _______

Date(s) of Staff Arrival: ________________ Number of Staff: __________________________________
Early Arrivals, per arrangement (#s incl. staff / Dates): ________________ / ________________
Late Departures, per arrangement (#s incl. staff / Dates): ________________ / ________________

Desired Registration Sites for
Camp/Program*: _________________________ Housing*: _______________________________
(* Note: Please remember to order any tables/chairs needed through Athletics!)

Section 2:
Primary Camp Administrator/Planner: ____________________________________ □ on site □ off site
Address: _____________________________________________________________________
Office Phone Number: ___________________________________________________________
Cell Phone Number: ___________________________________________________________
E-mail Address: ________________________________________________________________

Associate Administrator/Planner (on site): __________________________________________
Address: _____________________________________________________________________
Office Phone Number: ___________________________________________________________
Cell Phone Number: ___________________________________________________________
E-mail Address: ________________________________________________________________

Camp Billing Address: ___________________________________________________________

Contact for housing/dining arrangements: □ Primary Planner □ Associate Planner □ Other ______

Contact to call for on-site emergencies and off-hour arrivals*: ____________________________
Cell Phone Number: ___________________________________________________________
E-mail address: ___________________________________________________________________
(* will also be added to VU Nova Alert campus alert system for Summer 2017)

Form continues on next page!
Section 3: (Estimates)

A. Housing/Commuters

<table>
<thead>
<tr>
<th></th>
<th>Residents (M/F)</th>
<th>Commuters (M/F)</th>
<th>Total (M/F)</th>
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<tbody>
<tr>
<td>Number of Staff</td>
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<td>Number of Participants</td>
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<td>Total</td>
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B. Dining Estimates

List your estimated numbers of total diners for on-campus Dining Hall meals in the appropriate fields for each day of your stay. (Please continue on separate sheet, if necessary.)

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Breakfast #s</th>
<th>Lunch #s</th>
<th>Dinner #s</th>
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C. Catering

Describe your on-campus Catering needs by indicating the type of function, location and approximate time for the appropriate days. Include estimated numbers. Catering functions include picnics, tote-bag meals, socials etc. You will also need to contact Catering (610-519-7273) to place this Catering order. You must also reserve any indoor athletic locations with Athletics; all other indoor and outdoor locations with Conference Services (610-519-7580 / ronald.diment@villanova.edu).

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Type of Function</th>
<th>Location</th>
<th>Approximate Time</th>
<th>Estimated Diners</th>
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Do you have individuals with disabilities in your group?          □ Yes*       □ No
Do you have individuals with special dietary requirements in your group? □ Yes*       □ No

* If yes, please provide details below. Conference Services will manage any arrangements with Dining Services etc. for you.

Notes:

__________________________________________________________________________________________________
__________________________________________________________________________________________________