

**Villanova University Office of Conference
Services Camp Information Sheet #3 -- 2020**

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 #3 - Due

Today's Date: _____

Also due, as applicable: Housing Spreadsheet, Program Schedule

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 No./E-mail: _____

Form continues on next page!

Section 3: (**Guarantees**)

A. Housing/Commuter Guarantees

	Residents (M/F)	Commuters (M/F)	Total (M/F)
Number of Staff	/	/	/
Number of Participants	/	/	/
Total	/	/	/

B. Dining Guarantees

List your **guaranteed 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.)

Day/Date	Breakfast #s	Lunch #s	Dinner #s

C. Catering

Describe your on-campus Catering needs by indicating the type of function, location and approximate time for the appropriate days. **Include guaranteed numbers.** Catering functions include picnics, tote-bag meals, socials etc. You will also need to contact Villanova Catering (610-519-5521 / constance.healy@villanova.edu) to **place this Catering order.** You must also reserve any athletic locations with Athletics; all other indoor and outdoor locations with Conference Services (610-519-7580 / mckenzie.suber-robinson@villanova.edu).

Day/Date	Type of Function	Location	Time	Number of Diners

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:
