



# Group Service Request Form

Today's Date: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_ Pick Up Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please Choose Event Type:

Reunion     Wedding     Sporting Event     Conference     Special Event

Other: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Can you tell us about your event, conference, etc.

\_\_\_\_\_  
Hotels being used: \_\_\_\_\_  
\_\_\_\_\_

Number of Rooms Booked: \_\_\_\_\_

Number of Nights: \_\_\_\_\_

Number of Out of Town Visitors: \_\_\_\_\_

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

Did you receive a grant from the Alachua County Tourist Development Council?

Yes                       No

Check materials you would like to receive. Please include quantity

Visitor Guides \_\_\_\_\_

Other Information/Materials, please specify:

Maps \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<b>*For Internal Use Only*</b>	
Already in Database:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date entered :	_____
Staff Contact:	_____
Date materials received:	_____
Initials of Receiver:	_____