

JUSTIFICATION FOR CONFERENCE SITE SELECTION FORM 138

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 (2) Name_____ Street Address_____ Street Address_____ City/State/Zip_____ City/State/Zip_____ (4) Name_____ (3) 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_____

Date

Conference Planner's Signature