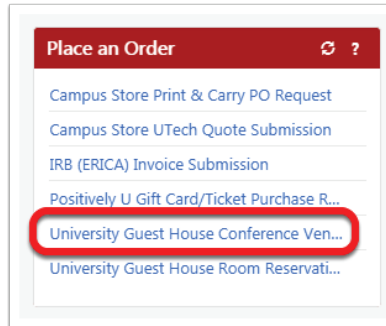


Use this form to reserve Conference Venue space at the University Guest House.

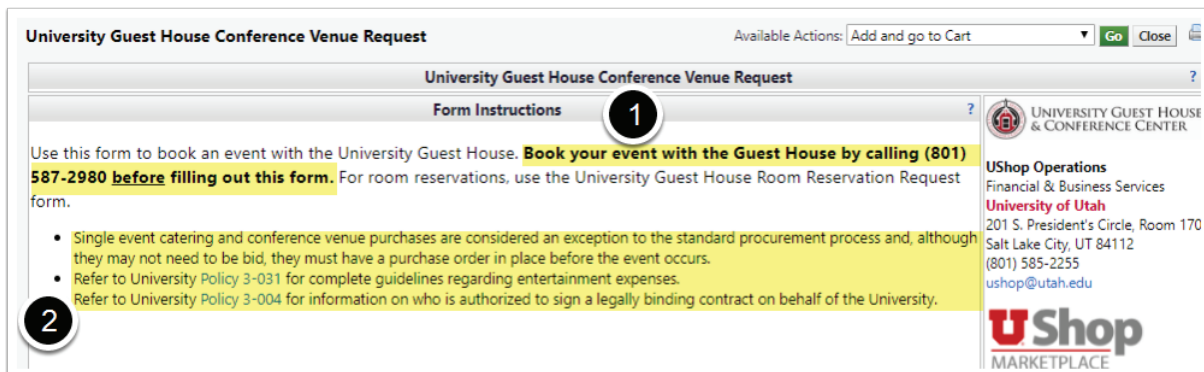
I. Locate the Form

The form is found in the Place an Order section of the Shopping Dashboard.



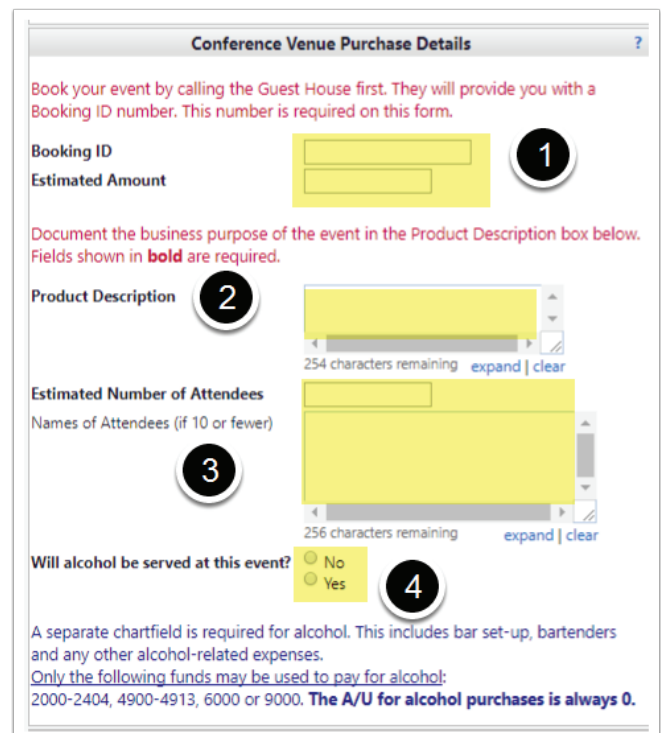
II. Form Instructions

1. Before filling out this form, call the Guest House at (801) 587-2980 to obtain a booking ID number.
2. Note:
 - A PO must be in place before the event occurs
 - University Policies referenced



III. Conference Venue Purchase Details

1. After calling the Guest House, insert the Booking ID and Estimated dollar Amount.
2. In the Product Description, indicate the date(s) and explain the business purpose of the event.
3. Provide the Estimated Number of Attendees. If there are fewer than 10 anticipated attendees, list the name(s) in the space provided.
4. The question about whether alcohol will be served is a reminder that a separate chartfield must be provided for an alcohol purchase.



IV. Supplier Information

The Supplier Information will always default to the Guest House, as this form is exclusively for reserving venue space with them.

Supplier Information ?	
Supplier	UNIVERSITY GUEST HOUSE & CONFERENCE
Fulfillment Address	USHOP University Guest House: 110 S FORT DOUGLAS BLVD SALT LAKE CITY, UT 84113-5036 US
Supplier Phone	+1 801-587-1000

V. Additional Details and Attachments

1. A field is provided for additional notes for the Guest House, as needed. Information typed here will be printed on the PO.
2. Internal Attachments will be viewable by UShop users only.
3. External Attachments will be viewable in UShop, but are also sent to the Guest House with the PO.

Additional Details & Attachments ?	
<i>Provide any information to be sent to the supplier in the box below. This will print on the PO in the Additional Details section.</i>	
<div style="background-color: yellow; height: 20px; width: 100%;"></div> <div style="border: 1px solid gray; padding: 2px;">2000 characters remaining expand clear</div>	
Internal Attachments are viewable only within UShop and do not accompany the PO that is sent to the Guest House.	
Internal Attachments 2 Add Attachments	
External Attachments are sent to the Guest House along with the PO.	
External Attachments 3 Add Attachments	

VI. Add and go to Cart

When the form is completed, select Add and Go to Cart from the Available Actions dropdown in the upper right corner. Click Go.

The order will be moved to a UShop cart. From the cart, Proceed to Checkout and submit the order.

University Guest House Conference Venue Request	
Available Action: Add and go to Cart Go Close	
University Guest House Conference Venue Request ?	
Form Instructions ?	
Use this form to book an event with the University Guest House. Book your event with the Guest House by calling (801) 587-2980 before filling out this form. For room reservations, use the University Guest House Room Reservation Request form.	
UNIVERSITY GUEST HOUSE & CONFERENCE CENTER UShop Operations Financial & Business Services University of Utah 201 S. President's Circle, Room 170	