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.

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.

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.