



410.465.1500 1.800.TEE.TURF TurfValley.com

2700 Turf Valley Road | Ellicott City, MD 21042

MEETING PLANNER

We are thrilled to welcome you to Turf Valley Resort. Please see the meeting planner below.

We would love for you to fill this out as a way for us to get started on the planning of your program.

We look forward to connecting soon to go through all these details!

MEETING ROOM SET UP:

What is your preferred meeting room set up for each space you have contracted (check set up that applies)?

Please note we provide ice water, note pads and pen station in each meeting space you have contracted.

MEETING ROOM	THEATER	ROUNDS	CRESCENT ROUNDS	U-SHAPE	CLASSROOM	HOLLOW SQUARE

If you require Expo/Display Tables, let us know how many? _____

Do you require a registration area (check one)? yes no

Any other notes regarding the meeting space set up:

AUDIO VISUAL:

What AV requirements do you need for each room you have contracted? Please note the room and how many of each is required. *Helpful Tip: If you require multiple microphones or are playing sound for your presentation a mixer is needed.*

AV	ROOM:	ROOM:	ROOM:	ROOM:	ROOM:	ROOM:
SCREEN						
PROJECTOR						
WIRED MICROPHONE						
WIRELESS MICROPHONE						
LAPEL MICROPHONE						
PODIUM						
EXTENSION CORD						
POWER STRIPS						
MIXER						
FLIP CHART KIT						

Any other notes regarding AV:

Does this program require dedicated bandwidth (internet)? (\$200/day additional charge) yes no

FOOD AND BEVERAGE NEEDS:

Tell us what menu selections you have for your program:

Please Note: No Outside Food or Beverages are Permitted in any of our Meeting/Event Space

Day One:

BREAKFAST	
AM BREAK	
LUNCH	
PM BREAK	
RECEPTION/BAR	
DINNER	

Day Two:

BREAKFAST	
AM BREAK	
LUNCH	
PM BREAK	
RECEPTION/BAR	
DINNER	

Day Three:

BREAKFAST	
AM BREAK	
LUNCH	
PM BREAK	
RECEPTION/BAR	
DINNER	

Day Four:

BREAKFAST	
AM BREAK	
LUNCH	
PM BREAK	
RECEPTION/BAR	
DINNER	

Day Five:

BREAKFAST	
AM BREAK	
LUNCH	
PM BREAK	
RECEPTION/BAR	
DINNER	

Any Food Allergies?

GUEST NAME	FOOD ALLERGY

Any additional requests/notes for meals?

EVENT DISPLAY NAME:

What title would you give each meeting/event space you contracted? We can have this displayed on our electronic reader boards. Leave blank if you do not require.

MEETING SPACE	READER BOARD LABEL