



UOBS CONFERENCE/GUEST NEEDS ASSESSMENT



CONFERENCE/GUEST NAME:					
CONTACT NAME:					
BILLING ADDRESS:					
CITY:		STATE:		ZIP:	
PHONE:		EMAIL:			
DEFINE THE PURPOSE OF YOUR VISIT:					
RESERVATION ARRIVAL DATE:			DEPARTURE DATE:		
EXPECTED ARRIVAL TIME:			DEPARTURE TIME:		
EXPECTED NUMBER OF GUESTS TO BE HOUSED:					
EXPECTED NUMBER OF GUESTS FOR FOOD SERVICES:					

(PLEASE CHECK ALL THAT APPLY)

BUILDING/ROOM					
<input type="checkbox"/> LIBRARY	<input type="checkbox"/> CLASSROOMS	<input type="checkbox"/> REC ROOM (LOCATED IN THE MAIN BUILDING)		<input type="checkbox"/> PAVILION	
AUDIO/VISUAL					
<input type="checkbox"/> OVERHEAD PROJECTOR	QTY:	<input type="checkbox"/> SLIDE PROJECTOR	<input type="checkbox"/> LCD PROJECTOR		
<input type="checkbox"/> PORTABLE SCREEN (ONE PERMANENT PULL DOWN SCREEN LOCATED IN THE LIBRARY)	QTY:	<input type="checkbox"/> PA SYSTEM		<input type="checkbox"/> TV/VCR	
RECREATIONAL EQUIPMENT					
<input type="checkbox"/> BASKETBALLS	QTY:	<input type="checkbox"/> VOLLEYBALLS	QTY:		
<input type="checkbox"/> FOOTBALLS	QTY:	<input type="checkbox"/> SOCCER BALLS	QTY:		
<input type="checkbox"/> FRISBEE	<input type="checkbox"/> CROQUET SET	<input type="checkbox"/> BOARD GAMES & CARDS	<input type="checkbox"/> HORSESHOES		
ADDITIONAL REQUESTS:					

- Guest numbers must be confirmed and a completed floor plan returned at least one week prior to arrival date. Double occupancy **minimum** expected unless other prior arrangements are made with UOBS Staff.
- UOBS does not provide bed or bath linens
- Office hours are Monday thru Friday, 8 a.m. to noon and 1 p.m. to 5 p.m. Guests arriving outside these hours must make necessary prior arrangements with UOBS Staff.
- General departure time is 12 noon unless other prior arrangements are made with UOBS Staff.
- Food services, menus, meal schedules, and dining room use should be arranged with University Housing and Food Service representative (Frank Henry, Lisa Reed or their designee). This includes arrangements for breaks and social hours, ice chest use, access to ice makers, etc. Food service arrangements must be confirmed 10 days to 2 weeks prior to your arrival with a guaranteed number on meals provided. The kitchen is restricted to food service personnel only. Meals are served buffet style with diners expected to pick up their own trays and dishes.
- Every individual guest will be issued room keys upon arrival. A \$25.00 charge will be levied against the account upon failure to return a key.
- **ABSOLUTELY NO PETS ALLOWED.**

UOBS Staff contact information provided in the Biological Station Visitor and Conference Information and Guidelines, which can be accessed on-line at: <http://www.ou.edu/uobs/Conference%20guidelines.pdf> . Paper copies may be obtained by contacting Janet Isaac at 405-325-7431 or 580-564-2478 or by e-mail at jisaac@ou.edu. We wish you the best for a successful meeting, and please feel free to call on any of the Station staff if we can be of assistance in any way.