

Meeting Planner—Jefferson County Discovery

Design

Page 1 (left hand page) and background + 1/2 page of Page 2 (right hand page-facing) will be for your use, to showcase your facilities in the best possible light, with general information and photographs. Please have your designer create this page and email it to us at:

<mailto:graphics@discoverymagazines.com>.

Ads larger than 5MB should be uploaded via <http://www.yousendit.com>.

Specs: Please download the appropriate [Meeting Planner Template](#).

Meeting planner information will be placed in a block on the bottom half of Page 2 (Right hand page). Please complete the following form and fax it to our office: 540.463.2839. We will format this block in-house, so that information displays consistently throughout the Meeting Planner section of the book.

Guest Rooms

Number: _____

High-Speed Wireless Internet Access in guest rooms: ___ Fee ___ Free ___ N/A

Meeting Space

Square footage: _____

of rooms available: _____

of people accommodated: _____

Ballroom/Banquet Room

Square footage: _____

of people accommodated: _____

Technical Services/Facilities Available *(please describe)*

Ex. wireless internet, videoconferencing, etc.

Contact Information

Address _____

Phone #s _____

Fax _____

Email _____

Website _____

General Manager _____

Director of Sales/Marketing _____

Banquet/Catering Manager _____

