

**ILLINOIS USBC WBA  
MEMORANDUM**

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IS YOUR ASSOCIATION INTERESTED IN HOSTING AN ILLINOIS USBC WBA WORKSHOP?

IF THE ANSWER IS YES, WE WOULD LIKE TO KNOW THE FACILITIES YOU HAVE FOR HOSTING THE WORKSHOP.

PLEASE COMPLETE THE FOLLOWING INFORMATION.

ASSOCIATION NAME: \_\_\_\_\_

NAME OF PERSON SUBMITTING THE FORM: \_\_\_\_\_

THIS YEAR? \_\_\_\_\_ ANY YEAR? \_\_\_\_\_

DO YOU HAVE A PLACE TO HOLD THE WORKSHOP THAT WILL SEAT 150 OR MORE PEOPLE COMFORTABLY?? YES \_\_\_\_\_ NO \_\_\_\_\_

IS THE ROOM AIR CONDITIONED? YES \_\_\_\_\_ NO \_\_\_\_\_

DO THEY HAVE A GOOD P.A. SYSTEM? YES \_\_\_\_\_ NO \_\_\_\_\_

DO THEY HAVE A PODIUM? YES \_\_\_\_\_ NO \_\_\_\_\_

WILL THEY SERVE LUNCH? YES \_\_\_\_\_ NO \_\_\_\_\_

TYPE OF LUNCH?? BUFFET \_\_\_\_\_ SIT DOWN \_\_\_\_\_

CATERED LUNCH?? YES \_\_\_\_\_ NO \_\_\_\_\_

COST OF LUNCH????? \$ \_\_\_\_\_ PER PERSON

NAME OF PLACE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER ( \_\_\_\_\_ ) \_\_\_\_\_

(OVER) PLEASE COMPLETE OTHER SIDE

MOTEL ACCOMMODATIONS NEARBY (SUCH AS RAMADA INN, HOLIDAY INN, DAYS INN,  
CLEAN YES \_\_\_\_\_ NO \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

TELE PHONE NUMBER:(\_\_\_\_\_) \_\_\_\_\_