



Guaranteed Count Form – Conference Season 2009

Attention Conference Coordinators:

- This form amends the number of participants and staff that you recorded on your contract with the Department of Residential Life.
- You will be charged per night for the **guaranteed head count** that you record on this form.
Guaranteed head count = participants + staff
- Please complete the entire form.
- This form must be turned in **7 business days** before your conference is to arrive at LSU. If the Department of Residential Life does not receive this form prior to 7 business days of your arrival, you will be billed for the greater amount - either (1) the number of participants and staff recorded on your contract or (2) the actual head and room counts.

Conference Name: _____

Conference Dates [main group only]: _____ to _____

Contact Name: _____

Contact Phone Number: _____

Guaranteed Head Count (Total # of participants and staff) _____

of participants _____

of staff _____

of single rooms _____

of double rooms _____

Linens Included: Yes No

I, _____, understand that this Guaranteed Count Form amends the number of participants and staff recorded on the contract between this conference and the Department of Residential Life. I also understand that the Guaranteed Head Count signifies the minimum amount of participants and staff that this conference will be charged for.

Contact's Signature: _____ Date _____

Please mail or fax to:
Department of Residential Life
Attention: Jacqueline Brown
99 Grace King Hall
Baton Rouge, LA 70803
Fax: 225/578-0559