



# Group Events

REQUEST FOR INFORMATION

Thank you for considering Ignatius House for your organization's needs. Please complete this form and return [outsidegroups@ignatiushouse.org](mailto:outsidegroups@ignatiushouse.org) or by fax at 404.256.0776. As soon as your form is received, a staff member will contact you to discuss the details of your event. If you have any questions, you can contact us directly at 404.255.0503.

Organization name \_\_\_\_\_

Organization website \_\_\_\_\_

Please describe your organization if website is not available:

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact preference:  Email  Phone

Requested Dates: \_\_\_\_\_

Arrival day/time: \_\_\_\_\_ Departure day/time: \_\_\_\_\_

Size of group: (If number of overnight attendees differs from daytime attendees, please note that here. This can be an estimate for purposes of inquiry. A committed number of attendees is not required until contract signing)

Please describe your event:

Will you need Ignatius House staff or retreat directors to participate or lead your event?

Yes  No If yes, please explain:

Requested Services:

Meeting Room for day use  Meeting Room and meals for day use

Meeting Room, meals, and overnight stay  Welcome reception (includes food/beverages)