



Group Events

REQUEST FOR INFORMATION

Thank you for considering Ignatius House for your organization's needs. Please complete this form and return to 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:

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)