

**PTDA 2024 Industry Summit  
Hospitality Space Request**

*The Broadmoor*  
October 24-26, 2024

Please return this form to Jerry Homzy at [jhomzy@broadmoor.com](mailto:jhomzy@broadmoor.com) and Shalini D'Souza at [sdsouza@ptda.org](mailto:sdsouza@ptda.org).

- All space requests must comply with the PTDA policy on entertainment during PTDA or PTDA functions: Hosting organized group business meetings or luncheons, hospitality suites, private events or other social events (either on-site or off-site) are not permitted during officially-scheduled PTDA or PTDA Foundation functions.
- The Broadmoor will get approval from PTDA before booking space for any group.

Contact Information			
Person Completing Form		Email	
Company Name			
Phone Number		Mobile	
On-Site Contact		Mobile	

Event Information					
Name of Event					
Type of Event meeting/hospitality/dinner					
Day/Date		Start Time		End Time	
Number of Attendees		All at Once or On a Flow?			
Audio Visual Needs including internet					
Food Type Passed, stations, sit-down, buffet					
Bar Service cash/open beer/wine only house/premium liquors					
Estimated ICW Spend					

Additional Information			
Other Companies Jointly Sponsoring This Event:			
Open or Invitation Only:		Include Event in Industry Summit Meeting App?	