Step I (continued) The Initial Agreement
In order to reserve meeting rooms and housing, you must first complete an Initial Agreement form similar to what is shown on this page. There are three things you must know in order to fill out the form:

1. the dates of your conference,
2. the approximate number of conference participants, and
3. a general overview of daily events, activities, banquets.

Once you have this information you can continue to Step IA.

(Example of Initial Agreement)

Step IA: Meeting Room Reservations
A list of available meeting rooms is shown in the next few pages. This list also describes the audio/visual capabilities and occupancy limits of each room. To find where the buildings are located, please refer to the campus map on page 29. Two of our most widely used spaces are Armstrong Hall (#1) and Worner Center (#5). Following the meeting room list are the floor plans for each of these buildings. A Colorado College Conference Services Initial Agreement form must be completed in order to reserve space on campus.