

Sample Entry

1. CATHOLICS UNITE
2. 4319 Stonewall Ave.
Jackson, VA 23225
3. 800-254-5654
4. FAX: 800-259-5655
5. Web site: www.catholicsunite.org
6. E-mail: info@catholicsunite.org
7. Business Type: Advocates
8. JEMIMA POTTS (Mtg. & Travel Planner)

9. # of Meetings	10. Months	11. Days	12. Attendees	13. Locations
U A C D	2 4 6	1-3	U C	NE W SE R S C

1) Organization Name

2) Address: Where applicable, a post office box address will appear first with a corresponding street address following.

3) Telephone Number

4) Fax Number

5) Web site

6) General E-mail

7) Type of Business

8) Meeting Planners: Individuals at the organization who are responsible for the planning and site selection of offsite meetings and events. Where applicable, separate telephone numbers (or extensions) will follow.

9) Number of Meetings: Indicates the average number of offsite meetings and events the organization plans annually.

10) Months Held: Indicates the months or seasons of the year the organization normally holds its offsite meetings and events.

11) Number of Days: Indicates the average length of the organization's offsite meetings and events.

12) Number of Attendees: Indicates the average number of persons the organization expects to attend its meetings and events.

13) Locations: Indicates first the geographic region of the country where the organization holds its meetings, then the types of facilities it prefers to use. For those organizations that plan meetings outside of the continental United States or outside of Canada for Canadian listings, worldwide geographic locations are indicated.

For further explanation of the coding system, please refer to the Key to Codes & Symbols on the following page.

Key to Codes & Symbols

MONTHS HELD

See item 10 in the “Key to Entries” on the Sample Entry page.

1 = January	7 = July	2 = February
8 = August	3 = March	9 = September
4 = April	A = October	5 = May
B = November	6 = June	C = December
Var. = Various months	Spr. = Spring months	Fall = Fall months
Sum. = Summer months	Win. = Winter months	

NUMBER OF ATTENDEES/OUTSOURCED SERVICES

See item 12 in the “Key to Entries” on the Sample Entry page.

U = Under 50	(S) = Speakers hired
A = 50-100	(E) = Entertainers hired
B = 100-200	(T) = Teleconferencing used
C = 200-500	(V) = Videoconferencing used
D = Over 500	

LOCATION OF MEETINGS/FACILITY USAGE

See item 13 in the “Key to Entries” on the Sample Entry page.

NE = Northeast	OC = Outside Continental
SE = Southeast	United States (indicates
MW = Midwest	Canadian listings)
W = West	D = Downtown Facilities Used
US = Anywhere	A = Airport Facilities Used
in the United States	R = Resort Facilities Used
C = Cruise Facilities Used	S = Suburban Facilities Used

LOCATIONS OUTSIDE OF THE CONTINENTAL UNITED STATES

See item 13 in the “Key to Entries” on the Sample Entry page.

1 = Canada	5 = Europe
(indicates United States	6 = Middle East
for Canadian listings)	7 = Africa
2 = Mexico	8 = Far East
3 = Caribbean	9 = South Pacific
4 = South America	10 = Hawaii
	11 = Alaska