



Thank you for your interest in serving as an intern with the Horizon Convention Center.

The Horizon Convention Center is committed to extending hospitality internship opportunities and partnering with regional educational institutions, in order to give real-world experience in our day-to-day operations.

Internships are available in food & beverage and event planning. We book a large variety of events from conventions, banquets, and bridal receptions to trade shows, concerts, and sporting events. Often we host multiple events that encompass all available space.

With business principles based on the highest service standards, we pride ourselves on being the premier meeting facility in East Central Indiana. The Horizon Convention Center has been open since 1988, with a major expansion in 1996. Attached to our facility is the Courtyard by Marriott at the Horizon Convention Center offering 150 sleeping rooms and a 400 space parking garage. It's an exciting time at the Horizon Convention Center, and we would love for you to be a part of it. We look forward to hearing from you.

Joann McKinney  
President / CEO

**Email:**

[jbeymer@horizonconvention.com](mailto:jbeymer@horizonconvention.com)

**In-Person:**

Horizon Convention Center  
401 S. High Street Muncie, IN 47305 US

**Mail:**

Joni Beymer  
Horizon Convention Center  
PO Box 842  
Muncie, IN 47308



## INTERNSHIP APPLICATION

Name: \_\_\_\_\_  
FIRST M.I. LAST

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
AREA CODE NUMBER

Mailing Address: \_\_\_\_\_  
NUMBER STREET APT.  
\_\_\_\_\_  
CITY STATE ZIP

University / College: \_\_\_\_\_

Internship Instructor's Name: \_\_\_\_\_

Internship Instructor's Email: \_\_\_\_\_

Internship Hour Requirements: \_\_\_\_\_ GPA: \_\_\_\_\_

List Pre-Requisite Courses Required by Your Institution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Internship Assignments Required by Your Institution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would you like to get out of your internship experience?

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Please attach resume with cover letter and Horizon Convention Center application packet)*