

Internal Meeting Room/Function Space Request

Please complete one form per function requested.

Tab through fields to complete electronically, or print and complete.

Function Name CB and COI Networking Reception

Point of Contact Nadine Merker

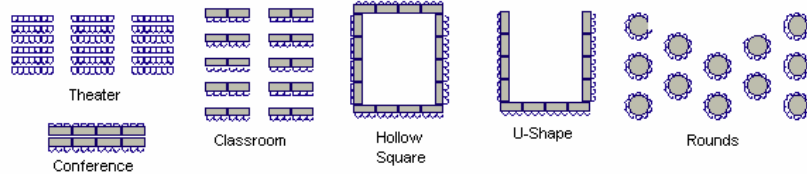
Day/Date of Function Thursday, August 3 **Start** 5:00 p.m. **End** 6:30 p.m.

Est. # of Attendees 225 **Intended Audience** IAll Annual Meeting Attendees

Purpose of Function Highlighting AADE CBs and COIs

Is Meeting Posted? **Yes** **No** **Post As:** State Coordinating Body and Communities of Interest Networking Event

FUNCTION DETAILS



List Room Set Request Special set up

Audio Visual and Other Equipment

(list # of items in boxes)

<input type="checkbox"/>	Podium w/Mic	<input type="checkbox"/>	LCD Projector w/Screen	<input type="checkbox"/>	Laptop	<input type="checkbox"/>	Wireless Remote (Slide Advancer)
<input type="checkbox"/>	Wireless Handheld Mic	<input type="checkbox"/>	Wireless Lapel Mic	<input type="checkbox"/>	Panel Table Mic	<input type="checkbox"/>	Audience Mic
<input type="checkbox"/>	Internet Connection	<input type="checkbox"/>	Audio & PPT Slide Synch	<input type="checkbox"/>	Audio/Video Recording	<input type="checkbox"/>	Speaker Phone
<input type="checkbox"/>	Audio Patch for Laptop	<input checked="" type="checkbox"/>	Registration Table\Chairs	<input type="checkbox"/>	Flowers	<input type="checkbox"/>	Table for Handouts
<input checked="" type="checkbox"/>	Wastebasket	<input type="checkbox"/>	Flip Chart and Markers	<input type="checkbox"/>	Easel (Add't Signs)	<input type="checkbox"/>	Pads/Pencils/Pens <i>*Note: Not Available At Conv. Ctr</i>

CATERING

<input type="checkbox"/>	Continental Breakfast	<input type="checkbox"/>	Full Breakfast	<input type="checkbox"/>	AM Break Coffee/Tea/Soda
<input type="checkbox"/>	Lunch (buffet)	<input type="checkbox"/>	Lunch (plated)	<input type="checkbox"/>	PM Break Coffee/Tea/Soda
<input checked="" type="checkbox"/>	Reception	<input type="checkbox"/>	Dinner (buffet)	<input type="checkbox"/>	Dinner (plated)

Dietary Considerations

Special Instructions Special room set up - Buffet menu to be selected later

Budget \$6,000 \$6,000 **Budget Code** 5350-9509-01 5350-1501-00

The event will be split between 2 accounts

Order Deadline Date: Friday, April 21st, 2017