

Joint Meeting Master Account Food Order Form

Deadline for Submission Monday, February 5, 2007 at 12 Noon EST

Complete one form for each event.

Master Account to be Charged (mark one): ACPA NASPA Joint Meeting

Event Name/Title: _____

Location of Event: (Property) _____ (Room) _____

Date and Time of Event: _____

Coordinating Presenter (Name) _____

(email) _____

(phone) _____ (fax) _____

Menu Selection (see menus on-line at <http://www.2007jointmeeting.org/meetings/catering.cfm>):
(Include not only the items ordered but also the **quantity** you are ordering)

Estimated # of attendees: _____

Estimated food total: \$ _____ + 22% service fee = \$ _____ + 7% Tax = Total \$ _____

As the coordinating presenter, I understand that it is my responsibility to submit a final food guarantee by Friday, March 16, 2007 at 12 Noon EST to either Arlene Kidwell (akidwell@naspa.org or fax (202) 797-1157) for NASPA events or Peter Brown for ACPA or Joint Meeting Events (pbrown@acpa.nche.edu or fax (202) 296-3286). I understand that this final guarantee may not differ more than 15% from the original order. I also understand that if the final guarantee is not received by Friday, March 16, 2007 at Noon EST the original number will be submitted as the guarantee.

Signature of Coordinating Presenter: _____

Cost Center/Account # to be billed

Cost Center/Account Manager Signature

Office Use Only:	Room Setup Size: _____
Finance Approval: _____	Data Entry: _____
Final Guarantee: # _____ Date Recv'd: _____	Agenda Change: _____ Hotel Notified: _____

Joint Meeting Master Account Food Order Form Instructions

Please complete one form for each program for which you have requested food or beverage service. Forms need to be completed sent to Peter Brown [(202) 296-3286 or via email pbrown@acpa.nche.edu] for ACPA and Joint Meeting Orders or Arlene Kidwell [(202) 797-1157 or via email akidwell@naspa.org]. The **deadline for submission is Monday, February 5, 2007 at 12 Noon EST**. Orders not received by that time may not be able to be processed onto the master account.

Event Name / Title: The program name/title submitted to the convention planning team for scheduling and/or print purposes.

Location of Event: The building or property (Gaylord or Marriott) and room to which the program has been assigned.

Date / Time of Event: The date and time that has been assigned to the program.

Coordinating Presenter name, email, phone and fax: Please enter the coordinating presenters name and contact information to assist in resolving problems, questions or issues in the most expeditious manner possible. If you do not have a fax, leave blank.

Menu Selection: Write in this block the items you wish to order and the quantities in which you are ordering. A full listing of menu items is available on-line at <http://www.2007jointmeeting.org/meetings/catering.cfm>. If you are looking for items not on the menu for that property, please submit what you are looking for to Peter Brown or Arlene Kidwell and they will place you in contact with the correct folks to get you the information needed.

Estimated Attendance: Fill in the number of people that you expect to attend this event. This is not the amount of food that will be ordered, it is merely an attendance estimate. If ordering a plated or per person menu item it should match the food order number.

Estimated Cost: Add together the cost of the menu items ordered and add 22% service fee to the total. Once you have this subtotal, add 7% sales tax to the total to arrive at the estimated cost. Please note: if you request bar service an additional bar tender fee and bar tax may apply as well.

Signature of Coordinating Presenter: The coordinating presenter needs to sign the form indicating that they understand the deadline and need to submit a final guarantee number.

Cost Center To Be Billed: Indicate the Account or budget center (cost center) that is to be charged for this event. **This information is required to process food order.**

Cost Center Manger Signature: The cost center or account manager must sign this form or send an email to Peter Brown or Arlene Kidwell, whomever you are sending this form to, indicating approval to expend funds from this account for this function. If you are not certain who the cost center manager is, please contact Peter Brown (ACPA or Joint Meeting requests) or Arlene Kidwell (NASPA requests).