

MEAL ACTIVITIES PLANNING FORM

Please submit to the Alumnae Association by February 28, 2009

Please complete one form for each meal

Class of _____ Meal day and date _____

Meal location & time _____

Please include cocktail location as applicable

MEAL CHAIR CONTACT

Name _____ Email _____

Address _____

Phone (day) _____ (evening) _____

DINING ROOM CONFIGURATIONS

Each dining room will have a registration table at the entrance. This is for the meal chair, or her designee, to check names as attendees enter to be sure they are paid.

Plan on seating eight people per table. Some dining rooms have round tables, while some have rectangular tables, and can be interchanged depending on the number attending the event. This information will help in ordering centerpieces and planning decorations.

Alumnae House rectangles
Campus Center Carroll Room rounds
Campus Center 103/104 rectangles
Cutter/Ziskind rounds
Davis Ballroom rounds or rectangles*
King/Scales rectangles

Lamont rounds
Neilson Browsing Room rounds
Smith College Club rounds
Tyler rounds
* will be determined by college staff based on number registered

ROOM/TABLE SETUP & PROGRAMMING INFORMATION

Centerpieces must be delivered to the meal venue by 4 p.m. on the day of the event. The AASC strongly suggests using the same arrangements throughout the weekend; college staff will move them between venues.

Please indicate who will deliver the centerpiece arrangements:

By (vendor, classmate, etc.) _____ Phone _____

Will you need a head table? Yes No (set for 8 people)

Additional details (room set up, centerpiece moves, etc.) _____

Please provide a brief program description, i.e. "speaker after lunch from 1:15 to 1:45;" "singing group will perform from 7 to 7:30 and will need floor space in corner of room to perform," etc. _____

Support needs[†]:

- | | | |
|---|---|---|
| <input type="checkbox"/> Podium/Microphone | <input type="checkbox"/> PC or Mac laptop (circle preference) | <input type="checkbox"/> Slide projector/screen |
| <input type="checkbox"/> Boombox/CD Player | <input type="checkbox"/> Transparency (overhead) projector/screen | <input type="checkbox"/> Easel and pad |
| <input type="checkbox"/> MP3 Player/speakers | | |
| <input type="checkbox"/> Digital projector/screen | | |

Other (please describe) _____

[†] please note that additional equipment may be unavailable from on-campus sources and may need to be rented.