

MEAL ACTIVITIES PLANNING FORM (SAMPLE)

Please submit to the Alumnae Association by February 15, 2011

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, for the meal chair or her designee to check names as attendees enter to be sure they are paid.

All tables seat eight people. Some dining spaces have round tables, while some have rectangular tables, and will be interchanged depending on the number attending the event. This information will help in ordering centerpieces and planning decorations.

- | | |
|---|------------------------------------|
| Alumnae House rectangles | King/Scales.....rectangles |
| Campus Center Carroll Room.....rounds | Lamont..... rounds |
| Campus Center 103/104..... rectangles | Neilson Browsing Room rounds |
| Cutter/Ziskind rounds | Outdoor/tented site rounds |
| Davis Ballroomrounds or rectangles* | Smith College Club..... rounds |
| Ford Hall.....rounds or rectangles* | Tyler..... rounds |
- * will be determined 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 (additional equipment may be unavailable from on-campus sources and may need to be rented):

- | | | |
|---|---|---|
| <input type="checkbox"/> Podium with microphone | <input type="checkbox"/> Digital projector & screen | <input type="checkbox"/> Transparency (overhead projector and screen* |
| <input type="checkbox"/> Boombox/CD Player | <input type="checkbox"/> PC or Mac laptop (circle preference) | <input type="checkbox"/> Slide projector and screen* |
| <input type="checkbox"/> MP3 dock/speakers
<i>(users must supply player)</i> | | <input type="checkbox"/> Easel and pad |
| <input type="checkbox"/> Other (please describe) _____ | | |

* limited availability