**CLASS DINNER PROGRAM PLANNING FORM**

**REUNION 2015**

<table>
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<tr>
<th>Class</th>
<th>Meal day and date</th>
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**Meal location & time**  
Please include cocktail location as applicable

**MEAL CHAIR CONTACT**

Name ___________________________ Email ___________________________

**DINING ROOM CONFIGURATIONS**

Each dining room will have a registration table at the entrance (if there are two entrances to the dining room, there will be a table at each entrance). This is for the meal chair, or her designee, to check names as attendees enter to be sure each has paid.

**Plan on seating eight people per table.** Some dining rooms have round tables, while some have rectangular tables, and may be interchanged depending on the number attending the event; this will be determined by college staff based on the number registered for the event.

**ROOM/TABLE SETUP & PROGRAMMING INFORMATION**

*Centerpieces must be delivered to the meal venue by 4 pm on the day of the event.*

Please indicate who will deliver the centerpiece arrangements:

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

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:**

- Podium/Microphone
- Boom box/CD Player
- MP3 dock/speakers (*users must supply player*)
- Other (please describe)  
- PC or Mac laptop (circle preference)
- Digital projector/screen
- Easel and pad
Our class has no setup requirements
† please note that additional equipment may be unavailable from on-campus sources and may need to be rented