

GRAND CHAPTER OF CALIFORNIA, ORDER OF THE EASTERN STAR



"SLEDDING TOWARD HOME"

2019 WINTERFEST

GRAND CHAPTER SESSION

BANQUET/MEAL EVENT RESERVATION REQUEST

Banquet/Meal events are available starting October 22, 2019. The first step in the process is to complete this form and return it to the Banquet Chair via USPS or email. When this form is received, you will receive confirmation of receipt of your request. In addition, you will receive a Marriott Hotel menu to make your food choices, information to complete your event flyer, tips and helpful hints for organizing your event.

This year all communication, contracts/BEO's and arrangements will be negotiated with the Marriott Hotel by the Banquet Committee Chair(s), not by individual event chair persons. All event flyers must be approved by the Banquet Chair prior to distribution or posting on any social media site.

RESERVATION DEADLINE IS MAY 3, 2019

EVENT NAME TO BE PRINTED IN THE GRAND CHAPTER PROGRAM _____

CHAIRMAN: _____ GROUP NAME: _____

CELL NUMBER _____ E-MAIL _____

BANQUET ROOM REQUESTED _____

REQUESTED DATE AND TIME OF EVENT _____

TYPE OF EVENT REQUESTED: () BREAKFAST () LUNCH () DINNER () OTHER

Number of reservations expected _____ Each Round tables to seat _____ persons

Head Table _____ Number at head table _____ *Podium only _____ *Podium on risers _____

*Risers for stage with head table(s) _____ *Table numbers with stands _____

*Microphone _____ *American flag _____ *Colored tablecloths and napkins _____ Color _____

*Items are at extra cost *No Host Bar _____ (must meet a minimum of sales)

Marriott Banquet Coordinator has the final decision on room assignments.

2019 Banquet Chair: Linda Stevens: lmstevens12@gmail.com (909) 238-9452

10225 Victoria Avenue, Riverside, CA 92503

Co-chair Kathie Theener Delong areellady@hotmail.com (619) 818-2216

Please feel free to contact us with any questions or concerns.



We are here to help your event to be successful.

