



Setting Up Camp

2018 "Range of Light"
California Grand Chapter Session
Banquet Reservation Request



To: Banquet Chairpersons:

It is time to start preparing for 'Camp Chow' in Visalia!

Event dates: Monday, October 22 -> Saturday, October 27

To place your event on the schedule, please complete the form below.

Mail or email the completed form to me **before May 21st**.

The hotel contact name & number and menus with current pricing will be furnished to you after I receive this form. I will also send you guidelines about pricing your meal event and flyer suggestions. Feel free to contact me for assistance:



Erla Hildebrand - Banquet Chairman, 2018
633 E. Kaweah Ave. Visalia, CA 93292-2312
1howie@sbcglobal.net
559-972-8172 cell or 559-733-5236 home



CHAIRMAN: _____ GROUP Name: _____

Contact information during Grand Chapter: _____

Home Phone #: _____ Cell#: _____ Email: _____

Type of Event: _____ Breakfast _____ Lunch _____ Dinner

Day: ___ Mon/22 ___ Tues/23 ___ Weds/24 ___ Thurs/25 ___ Fri/26 ___ Sat/27 TIME: _____

EVENT NAME (as it will be printed in the Grand Chapter program):

ROOM SET-UP REQUESTS Total expected number of guests: _____

I would like each **ROUND TABLE** to seat _____ people.

Do you want **TABLE NUMBERS** with stands on the tables? ___ YES ___ NO

CHECK-IN TABLE: ___ NONE ___ 1 ___ 2

HEAD TABLE? ___ NO ___ YES: ___ 1 or ___ 2 (sub-head table)

Number of persons seated at HEAD TABLE: _____ at the SUB-HEAD TABLE: _____

Risers for stage with HEAD TABLE? ___ YES ___ NO

Do you want a **PODIUM**? ___ YES ___ NO Do you want the podium on a riser? ___ YES ___ NO

Do you want a **MICROPHONE**? ___ YES ___ NO

Do you want an **AMERICAN FLAG** posted? ___ YES ___ NO

Requested Banquet Room: _____ (The convention center has the final decision on room assignments)