Meeting/Event Request Form

Fax or e-mail completed form to APS Meetings Manager, Jen Jansen (fax +1.651.454.0766) by January 16, 2009 for inclusion in registration brochure; April 1, 2009 for final deadline.

Contact Name: ______________________________________________________________________
Affiliation:   ______________________________________________________________________
Address: ______________________________________________________________________
Address: ______________________________________________________________________
City:  ______________________________________________________________________
State:  ______________________________________________________________________
Zip:  ______________________________________________________________________
E-mail:  ______________________________________________________________________
Phone:  ______________________________________________________________________
Fax:  ______________________________________________________________________

Type of Event:   □ Reception   □ Meeting   □ Other

Function Name (i.e. NC-XX Working Group): ____________________________________________

Is this meeting event held every year at the annual meeting?   □ Yes   □ No

Would you like your event published in the program book?   □ Yes   □ No

Estimated # of Attendees: __________________________________________________________

Requested Date of Meeting/Events: __________________________________________________

Room Set-Up:   □ Conference   □ Hollow Square   □ U-Shape   □ Reception   □ Rounds of 10

If you will require food service, please select from the choices below. All prices are in U.S. Dollars and include tax and service fee:

□ Continental Breakfast – starting at $15.00
□ Plated Breakfast – starting at $18.50
□ Box Lunch – starting at $22.00
□ Plated Lunch – starting at $30.00

Reception

Display Selections – All prices are in U.S. Dollars and include tax and service fee.

□ International Cheese and Crackers - $400/serves 50
□ Assorted Seasonal Vegetables with Hummus and Buttermilk Ranch - $265/serves 50
□ Smoked Meats and Sausages, Assorted Mustards, Horseradish Cream Sauce, Cornichons, Assorted Breads and Crackers - $485/serves 50
□ Fresh Sliced Fruits - $330/serves 50
**Individual Hor D'oeuvres** – Individual items must be ordered by the pieces. A minimum order of four dozen is required unless otherwise noted. All prices are in U.S. Dollars and include tax and service fee.

- Tomato Basil and Oregon Blue Cheese Tart - $35.00/per dozen
- Phyllo Cup with Chicken Curry - $35.00/per dozen
- NW Smoked Salmon Pate on Toast Rounds - $40.00/per dozen
- Veggie Quesadilla with Chipotle Salsa - $35.00/per dozen
- Thai Spring Rolls with Plum Sauce - $37.00/per dozen
- Bruschetta with Roasted Tomato and Basil - $35.00/per dozen
- Chicken or Beef Satay with Peanut or Teriyaki Sauce - $48.00/per dozen
- Portabella Mushroom Puffs - $41.00/per dozen
- Vegetable Mousse on a Corncake - $48.00/per dozen
- Salmon Crab Cake with Pasilla Tarter - $42.00/per dozen

**Miscellaneous Items** – All prices are in U.S. Dollars and include tax and service fee.

- Soft Drinks – $4.00/each
- Iced Tea with Lemon Wedges - $40.00/per gallon
- Lemonade, or Fruit Punch - $34.50/per gallon
- Starbucks Organic Regular or Decaffeinated Coffee - $55.50/per gallon
- Freshly Baked Cookies - $36.50/per dozen
- Classic Fudge Brownies - $35.75/per dozen
- Mixed Nuts - $33.00/per pound
- Kettle Chips with Dip - $24.00/per pound
- Tortilla Chips with Salsa - $24.00/per pound

**Will you be offering drink tickets/hosted beverages?**  □ Yes  □ No

**Number of tickets requested at $7.25 each:** ____________________________________________

*(Please note there is a $100.00 set-up fee per bar.)*

**Do you require audio visual?**  □ Yes  □ No

**Please list your AV requirements:** ________________________________________________

**How will you pay for your event?**

□ Credit Card to be billed after the meeting  □ Bill me after the meeting

Credit Card # ____________________________________________ Exp. _____/_______

Name as it appears on card ________________________________________________

**Additional Notes:**

The APS meeting planner, Jen Jansen, will contact you once your request is received to verify pricing/quantities and to confirm date, time, and location of your event.

**The American Phytopathological Society**

Attn: Jen Jansen
3340 Pilot Knob Road
St. Paul, MN 55121 USA

Fax: +1.651.454.0766