

Name \_\_\_\_\_

Region / Caucus / Vendor \_\_\_\_\_

## 2012 DELEGATE ASSEMBLY ON-SITE CAUCUS FACILITY & MEAL NEEDS

Below are the possible meeting opportunities **at the 2012 Delegate Assembly**. To facilitate the scheduling of all caucuses at Delegate Assembly, you **MUST** complete the following information to obtain meeting space and/or food and/or display table space at Delegate Assembly.

Meal costs are listed below. AEA will issue an invoice to the AEA Regional Directors or Caucus Chairs at the April 27, 2012 Board of Directors' meeting. **Please be prepared to pay that invoice promptly.**

**RETURN THIS FORM TO AEA (ATTN: CHRIS MAYER) NO LATER THAN MARCH 3, 2012.**

### Caucus – Friday, April 27, 2012 (4:30p-5:45p)

Meeting Scheduled?     YES     NO  
Room Needed?         YES     NO  
Estimated Attendance    #\_\_\_\_\_

Light Dinner Buffet:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
\$25 per person	# of Meals _____	

### Caucus – Friday, April 27, 2012 (9:30p)

Meeting Scheduled?     YES     NO  
Room Needed?         YES     NO  
Estimated Attendance    #\_\_\_\_\_

### Caucus – Saturday, April 28, 2012 (7:00a-8:45a)

Meeting Scheduled?     YES     NO  
Room Needed?         YES     NO  
Estimated Attendance    #\_\_\_\_\_

Breakfast Buffet:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
\$17 per person	# of Meals _____	

<b>Please make every effort to attend the Salute to Excellence Luncheon on Saturday, April 28, from 12:15p-2:15p by NOT scheduling a Regional Caucus</b>
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### DISPLAY TABLE – April 27-28, 2012

Setup Time is April 27<sup>th</sup> from 11am-4pm

Display Table Needed?     YES     NO

Table Name \_\_\_\_\_

Requested Location (e.g. near the GLSA table)

Location \_\_\_\_\_

Electricity needed?         YES     NO