

**Community
Pride Social
Reception
ORDER FORM**

Project Impact Summit 2000

November 12-16, 2000

Marriott Wardman Park Hotel
Washington, DC



Thank you for your generosity. The Community Pride Social will be a success because individuals such as you have offered to be a part of this event. In the past, some people have chosen to ship their food or beverages to the hotel while others have elected to carry the items to the hotel. This form will assist the hotel in ensuring that the food you decide to ship arrives at the event and is stored properly. If you plan to carry your items to the event, by indicating early what you plan on bringing, the hotel will be able to make the appropriate plans for nicely arranging and serving the items, and provide the necessary staff and table space.

Please indicate your intent:

- Hand delivering a food or beverage donation. (Please go to Section A)
- Shipping a food or beverage donation to hotel. (Please go to Section B)
- Bringing a Tourism or Community Poster

Section A

Your Name _____

Phone Number _____

Please list the food or beverage product and the quantity (if known) that you are bringing with you for this event.

Section B

Sender's Name _____

Phone Number _____

Please list the food or beverage product that you plan to ship to the hotel for this event.

Indicate the storage requirements for the above item(s).

- Dry Refrigeration Freezer

HOTEL SERVICE FOR THIS EVENT

Please send this completed form to Management Assistance Corporation (MAC). They will process all of the forms to assist the hotel. If your food or beverage items require any specific preparation by the hotel (e.g., warming the food), please attach your specific, printed instructions to this form.

The Marriott will prepare food items and present them on banquet-serving equipment. The hotel will also furnish the linens, plates, flatware, and paper napkins for your food and beverage gifts. Community items will be arranged together. To help create the mood, community posters are welcome for the event, as well!

DUE DATES

The Marriott has a reserved receiving area for food and beverages shipped the week prior to the Summit. Shipped food items need to be received between the dates of Monday, November 6, and Friday, November 10. Please use the shipping label, which is on the back of this form. You may copy it, for your convenience.

You may fax or mail this form and any attachments to:

Management Assistance Corporation
11821 Parklawn Drive, Suite 100
Rockville, MD 20852
(301) 468-6008
(301) 468-3364 Fax
Attn: Melinda Gray

The deadline to notify MAC about your food or beverage gifts is November 1.

Food shipments to the Marriott are due November 6 to November 10.