



# B: ORDER FORM

Please return this completed planning document to Marconi **60 days prior to Conference**. Marconi will send Confirmation of all Accommodations and Services 30 days prior to Arrival Date.

**CONFERENCE NAME & CONFERENCE NUMBER:** \_\_\_\_\_

**ARRIVAL DATE:** \_\_\_\_\_ **DEPARTURE DATE:** \_\_\_\_\_

**PLANNER'S NAME:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**Meal Service**

**Meal Times:**

**American Plan meals - Dinner through Lunch - are included** in AP & CMP overnight Rates (see Rate Card). Please complete Sections B1-B5 to add day-use only conferees, additional meals, or special meal service.

**Dinner (buffet):** 6:00 p.m. seating  
**Breakfast (buffet):** 7:00 - 9:00 a.m.  
**Lunch (buffet):** 11:30 a.m. - 1:30 p.m.

**B1: DAY-USE ONLY CONFEREES** Charged per calendar day (see Rate Card)

Date	Number of DAY GUESTS	Day Guests BREAKFASTS	Day Guests LUNCHESES	Day Guests DINNERS	For Marconi use only

**B2: ADDITIONAL MEALS** For overnight conferees: meals *before* or *after* American Plan (or Complete Meeting Plan) meals

Date	Number of LUNCHESES	Number of DINNERS	For Marconi use only

**B3: SPECIAL DIETARY REQUESTS** Each meal includes a vegetarian entrée – please indicate if more than a quarter of the group is vegetarian. With other dietary requests (vegan, lactose intolerant, gluten free, etc.), a charge of \$10 per person, per meal will be applied. Please provide the guest's name in the space provided.

Description of Dietary Request	Number	Name of Guest	For Marconi use only

**B4: BAG LUNCHESES** (Menus available upon request)  
 With 14 days' notice, Marconi can replace buffet lunch service with brown-bag lunches for your *entire group*, at no extra charge.

Date	For Marconi use only

**B5: DINNER UPGRADES** (Menus available upon request)

Date	For Marconi use Only



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## Snack & Beverage Service

Snacks and Beverages are delivered to the Meeting Buildings; Beer and Wine orders may also be set up with Dinner at Redwood Dining Hall. Snack and Beverage (including Beer & Wine) orders must be authorized by the designated Conference Planner. All items ordered from Marconi will be billed to the Conference even if unused. If beer, wine or other beverages ordered are not opened during the Conference, the Conference Planner may take them at departure.

**All food and non-alcoholic beverages for the group must be purchased from Marconi Conference Center, as agreed in our signed Conference Contract.** **Marconi Conference Center is licensed to sell Beer and Wine.** Any Conference providing its own Beer and/or Wine will be assessed **Corkage Fees** (see Beer and Wine Menu).

## SIGNATURE REQUIRED when ordering Beer and/or Wine below

*I certify that only conference participants age 21 or older will be served alcohol:*

\_\_\_\_\_  
Conference Planner

\_\_\_\_\_  
Date

**B6: SNACK & BEVERAGE ORDER** For available items, quantities and prices, please see SNACK AND BEVERAGE MENU & BEER AND WINE MENU.

Date	Time	Item Code	Description (include variety & flavor options)	Quantity
				(1)
				(2)
				(3)
				(4)
				(5)
				(6)
				(7)
				(8)
				(9)
				(10)
				(11)
				(12)
				(13)
				(14)
				(15)
				(16)
				(17)
				(18)
				(19)
				(20)
				(21)



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**PLANNER'S NAME:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**B6: SNACK & BEVERAGE ORDER, continued**

Date	Time	Item Code	Description (include variety & flavor options)	Quantity
				(23)
				(24)
				(25)
				(26)
				(27)
				(28)
				(29)
				(30)
				(31)
				(32)
				(33)
				(34)
				(35)
				(36)
				(37)
				(38)
				(39)
				(40)
				(41)
				(42)
				(43)
				(44)
				(45)
				(46)
				(47)
				(48)
				(49)
				(50)
				(51)
				(52)
				(53)
				(54)
				(55)
				(56)

*For more Snack & Beverage space, please duplicate this page.*



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## Meeting Rooms

You will be assigned a meeting building based on your group's number of overnight conferees, for the hours specified in the Conference Contract. Requests for **additional meeting space and/or hours** are considered based on availability and are subject to charges (see Rate Card). Except when stated in writing by Marconi, such requests cannot be guaranteed until approximately **4 weeks prior** to your Arrival Date.

**B7: MEETING ROOM SET-UP** Please choose a set-up that is available for a group your size, from our MEETING ROOM SET-UP diagrams. If our choices do not meet your needs, we would be glad to review an explanation or drawing of your request, or you may contact our Conference Coordinator.

Set-Up	Number of Seats	Arrival Date	Time	Departure Date	Time	For Marconi use only

**B8: ADDITIONAL SET-UP REQUESTS** Use this space if requesting more than one meeting building; or to request any change of set-up by Marconi staff during your stay. Surcharges may apply.

Set-Up	Number of Seats	Starting Date	Time	Ending Date	Time	For Marconi use only

**B9: AUDIO VISUAL EQUIPMENT** For available equipment and rental rates, see our AUDIO VISUAL EQUIPMENT LIST. Equipment is set up for full calendar days only.

Date	Item Code	Description	Quantity	For Marconi use only
				(1)
				(2)
				(3)
				(4)
				(5)
				(6)
				(7)
				(8)
				(9)
				(10)
				(11)
				(12)
				(13)
				(14)
				(15)
				(16)
				(17)
				(18)