

# March Class Event Form—Class of \_\_\_\_\_

## Tables, Chair, & Microphones

This Form Must be Returned to the Alumnae Association by April 15, 2009.

- . All tables and chairs are provided free of charge.
- . Please indicate the number of tables and chairs you will need for your residence hall social hours, class meetings, other programs, and welcome areas. Remember to account for already existing furniture in these locations!
- . Please note: we will order all tables and chairs for your Class Dinner and Class Picnic based on attendance counts. Likewise, we will coordinate with your caterer to determine their needs.
- . Do not include these numbers in your order.

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Residence Hall Headquarters \_\_\_\_\_

We would like \_\_\_\_\_ number of six-foot rectangular tables.

We would like \_\_\_\_\_ number of sixty-inch round tables.

We would like \_\_\_\_\_ number of chairs.

We will need a microphone for: (\$75 per microphone set up.)

Day \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Day \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Day \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

All tables and chairs will be delivered to your residence hall by the bell desk. Students and campus staff will set these up based on directions from the reunion committee.

Remember, this form must be returned by April 15, 2009. You can send it via mail in the return envelope, via fax at 781-283-3638, or via email.