

Social Event Request

254th American Chemical Society National Meeting
 August 20 – 24, 2017 • Washington, DC

Submit one form per event and complete all applicable sections to avoid processing delays.

Submit this form by:

- ▶ **Mail:** ACS National Meetings
 1155 Sixteenth Street, NW
 Washington, DC 20036
- ▶ **E-mail:** foodandbev@acs.org
- ▶ **Fax:** 202-872-6128

▶ Deadline: May 11, 2017
 A \$200 late fee will applied to all requests
 Received after May 11, 2017

REQUESTOR INFORMATION

Organizing Group: _____
 Confirm to: _____ Bill to: _____
 Onsite Contact: _____ ACS/CAS Dept ID _____
 Address 1: _____ Address 1: _____
 Phone: _____ Fax: _____ Phone: _____ Fax _____
 Email: _____ Email: _____

MEETING ARRANGEMENTS

Event Name (*how it will appear in published materials*): _____

Type of event

- Reception at an official ACS property
- Social Event at an official ACS property
- Social Event & Poster Session at an official ACS property
- Social Event or Reception off-site

Anticipated attendance: _____

Estimated budget for this event:

Total Budget: \$ _____ Price per person: \$ _____

For ACS-arranged events, where do you prefer to be located?

1. _____ 2. _____ 3. _____

If you will arrange your own event, where will you host your event?

Location: _____
 Address: _____
 Telephone / Web: _____
 Name: _____

On-site coordinator contact information:

Cell Phone: _____ E-mail: _____

Would you like ACS to publicize your event in the program and online?

YES, publicize it **PLEASE NOTE: If not checked, ACS will not publicize/list your event.**

Event START Day _____ Date _____ Time _____ AM / PM
Event END Day _____ Date _____ Time _____ AM / PM

Most rooms are ready 30 minutes before the official start time. We need an extra _____ minutes before our event starts

****The Meetings Department has been asked not to schedule events on Monday, August 21st between 5-7 PM as we will continue to showcase The Fred Kavli Foundation Innovation in Chemistry Lecture. If your event falls within this day and time, we ask that you please reschedule****

SOCIAL EVENT ARRANGEMENTS

Room Set-up (check all that apply):

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Round tables for 8 | <input type="checkbox"/> Crescent Rounds | <input type="checkbox"/> Cocktail Rounds | <input type="checkbox"/> Other Set-Up: <i>(diagram must be attached)</i> |
| <input type="checkbox"/> Round tables for 10 | <input type="checkbox"/> Reception | <input type="checkbox"/> High Boys | |
| <input type="checkbox"/> Poster Session, # of posterboards _____ | <input type="checkbox"/> Head Table for _____ people | | |

Food & Beverage:

-
- Breakfast
-
- Lunch
-
- Dinner check one:
-
- Plated
-
- Buffet

Will alcoholic beverages be served?

-
- YES
-
- NO

Are you planning to distribute drink tickets to your guest?

-
- YES
-
- NO

If yes, choose your bar set-up:

-
- Full Bar (mixed drinks, beer, wine, sodas & bottled water)
-
-
- Beer & Wine Only (includes sodas & bottled water)
-
-
- Other Bar Arrangements (please describe)
-
- _____

Choose your bar type:

-
- Hosted Bar (group pays for event)
-
-
- Cash Bar (attendees pay for their own drinks)
-
-
- Other (please describe) _____

Audiovisual, telephone, and internet requirements *(Please indicate quantity where applicable)*

- | | | | | |
|---|--|---|--|--|
| <input type="checkbox"/> Lapel Microphone _____ | <input type="checkbox"/> Riser / Stage | <input type="checkbox"/> Podium Only | <input type="checkbox"/> Monitor | <input type="checkbox"/> Laptop |
| <input type="checkbox"/> Table Microphone _____ | <input type="checkbox"/> Screen | <input type="checkbox"/> Standing Mic | <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Wired Internet |
| <input type="checkbox"/> Podium & Microphone | <input type="checkbox"/> Easel _____ | <input type="checkbox"/> Piped-in Music | <input type="checkbox"/> Laser Pointer | <input type="checkbox"/> Wireless Internet |

TICKET ARRANGEMENTS

Do attendees need tickets to attend your event?

-
- YES, it is a TICKETED Event
-
- NO, tickets are not required

Do you want your tickets to be sold through the ACS Registration website?

-
- YES
-
- NO

Tickets will be sold onsite and online to attendee until 24 hours before the event unless otherwise directed
Does your group wish to reserve complimentary tickets that will not be offered for sale by ACS?

-
- YES, we want _____ tickets reserved.
- These tickets will be supplied to your onsite contact.*
-
- NO, we do not want any tickets reserved.

Your group will be responsible for the distribution of complimentary tickets.
Does your group wish to receive tickets for your own direct sales onsite (e.g., division table)? *These tickets will not be offered for sale through ACS registration, and your group will need to collect money for and record the sales of these tickets.*

-
- YES, we want _____ tickets for direct sales.
- These tickets will be supplied to your onsite contact.*
-
- NO, we do not want any tickets for direct sales.

EVENT CONFIRMATION

Notification of Venue Assignments & Final Confirmations: Venue assignments, including instructions on how to make changes, submit reservation details (food and beverage, audio visual requirements, ect.) will be sent the week of May 24th. All reservation details must be submitted by June 1st. Final confirmations, which will include your room assignment, will begin going out the week of June 14th. Signed final confirmations are due back to ACS Meetings on June 24th via PDF or via fax: 202-872-6128.

▶ ▶ **Online Resources:** Food & beverage menus for specific properties, food & beverage guidelines, meeting room floor plans, and restaurant suggestions are on www.acs.org/planyourevent.

▶ ▶ **Do you need special signage for your event? If yes, visit www.acs.org/planyourevent to download a signage request form**