



EVENT ORDER
 ATLANTA AIRPORT MARRIOTT
 4711 Best Road, Atlanta, GA 30337
 PHONE: (404) 766-7900

Page # 1 of 1
 Event Order #: 475432
 Quote #: M-60C77SE
 Folio #: 6901

FUNCTION DAY/DATE: Saturday, October 15, 2016
 ORGANIZATION: ATLAP Social
 POST AS: CL Harper International Alumni Association
 BILLING ADDRESS: P.O. Box 372940, DeCatur, GA 30037-2940
 CUSTOMER: Linda Webster
 IN-HOUSE CONTACT: SAME
 MANAGERS: Gerald Ajega
 DATE PRINTED: Tuesday, October 04, 2016

Phone #: (404) 755-5915 Fax #:

GUARANTEE OF ATTENDANCE IS REQUIRED 72 HOURS (3 WORKING DAYS) PRIOR TO FUNCTION. OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE.

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
1:00 PM-11:59 PM	Holding Room POST AS: Holding Room - DO NOT POST	Hartsfield Room		30	30	30

No Food or Beverage Required at this Time

GOLD KEYS TO SUCCESS

Objectives: Meeting Space, Service

ROOM SET-UP

Special
 (3) Dressing Mirrors Place inside the room
 Place 30 Chairs around the perimeter of the room
 Water Station with Pads, Pens and Candy

EVENT SERVICES/SET-UP

The Event Operations Team is available at Extension 6878 to service your group.

PARKING DETAILS

Special Parking Arrangements: **\$5.00 Event Self-Parking. STICKERS NEEDED**
 \$7.00 Overnight Self-Parking

CONFIRMATION

To confirm these arrangements, please review, sign, and return one copy to me

BILLING SUMMARY

Paid in Full
 Please refer to your Sales Agreement for cancellation fees.
 Any increase of attendance must be accompanied with payment
 On Site Meeting Room Resets are Subject to a \$3.00 Per Person Surcharge.

TAX AND SERVICE CHARGES

your guarantee only. All food & beverage prices are charged per person.
 All Prices are Subject to Taxable 24% Service Charge and 7% Sales Tax.
 A/V is Subject to taxable 24% service charge and 7% tax; Food and Beverage is inclusive
 Rooms are physically set for 3% over the guarantee. Food & Beverage is prepared for

Signature: _____

If in agreement, please sign one copy and return



EVENT ORDER
 ATLANTA AIRPORT MARRIOTT
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Page # 1 of 2
 Event Order #: 475471
 Quote #: M-60C77SE
 Folio #: 6901

FUNCTION DAY/DATE: Saturday, October 15, 2016
 ORGANIZATION: ATLAP Social
 POST AS: CL Harper International Alumni Association
 BILLING ADDRESS: P.O. Box 372940, DeCatur, GA 30037-2940
 CUSTOMER: Linda Webster Phone #: (404) 755-5915 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Gerald Ajega
 DATE PRINTED: Tuesday, October 04, 2016

GUARANTEE OF ATTENDANCE IS REQUIRED 72 HOURS (3 WORKING DAYS) PRIOR TO FUNCTION. OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE.

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
5:00 PM-11:59 PM	Set Up POST AS: Set Up - DO NOT POST	Salons D & E	300	304	304	
6:00 PM-7:00 PM	Room Ready POST AS: Room Ready - DO NOT POST	Salons D & E	300	304		
7:00 PM-8:15 PM	Doors	Salons D & E	300	304		
8:15 PM-9:15 PM	Dinner POST AS: Plated Dinner	Salons D & E	300	304		
9:15 PM-11:59 PM	Dance POST AS: Presentations/Dance	Salons D & E	300	304		

8:15 PM Dinner

CL HARPER PLATED DINNER

FIRST COURSE

Tossed Garden Salad

Served with a Selection of dressings (Ranch & Raspberry Vinaigrette)

COMBINATION ENTREE

Pecan Crusted Flounder

Chicken Marsala

ACCOMPANIMENTS

Mashed Potatoes

Fresh Seasonal Vegetables

Green Beans

Rolls with Butter

DESSERT

Peach Pie

Coffee and Sweetened Iced Tea

Lemonade upon request

****PAID IN FULL****

\$48.00 per Person

GOLD KEYS TO SUCCESS

5:00 PM-11:59 PM Set Up Salons D & E

Objectives: Meeting Space, Service

ROOM SET-UP

5:00 PM-11:59 PM Set Up Salons D & E

Rounds of 10



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FUNCTION DAY/DATE: Saturday, October 15, 2016
 ORGANIZATION: ATLAP Social

Table for DJ Set at the front of the room in SALON E section
 (1) 6x30 Memorial Table Set at the front of Salon D section
 (1) 6x30 Awards Table Set next to memorial table in SALON D section
 Standing Lectern Set by dance floor in SALON D Section
 (28) Round Tables of 10 with table stanchions. No numbers. Set around the room leaving center aisle for runway between Salon D and Salon E
 (2) Round Tables of 12 each with table stanchions. No numbers. Set at either side of the dance floor
 (3) Registration tables with 1 chair each, water, wastebasket covered in white linen
 White Linen and White Napkins on all round tables
 Provide 2 Extra White Linen on Awards Table to cover awards
 Coat racks Set outside the room
 Portable Bars Set in the foyer of Salon D and Salon E
 Table for cashier and 1 chair set by the bar
 Floating candle Centerpieces with mirrors on all round tables. Client to provide own additional d cor.

EVENT SERVICES/SET-UP 5:00 PM-11:59 PM Set Up Salons D & E

The Event Operations Team is available at Extension 6878 to service your group.

PARKING DETAILS 5:00 PM-11:59 PM Set Up Salons D & E

Special Parking Arrangements: **\$5.00 Event Self-Parking. STICKERS NEEDED**
 \$7.00 Overnight Self-Parking

CONFIRMATION 5:00 PM-11:59 PM Set Up Salons D & E

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BILLING SUMMARY 5:00 PM-11:59 PM Set Up Salons D & E

Please refer to your Sales Agreement for cancellation fees.
 On Site Meeting Room Resets are Subject to a \$3.00 Per Person Surcharge.
 Paid in Full **BALANCE OF \$14,092.00 paid in full on 10/4/16**
 All food must be consumed in your banquet room. No "to go boxes".
 All Food and Beverages Must be Purchased Through the Hotel
 Any increase of attendance must be accompanied with payment

TAX AND SERVICE CHARGES 5:00 PM-11:59 PM Set Up Salons D & E

All Prices are Subject to Taxable 24% Service Charge and 7% Sales Tax.
 Rooms are physically set for 3% over the guarantee. Food & Beverage is prepared for your guarantee only. All food & beverage prices are charged per person.
 AV is Subject to taxable 24% service charge and 7% tax; Food and Beverage is inclusive

Signature: _____

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EVENT ORDER
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Page # 1 of 2
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TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
6:00 PM-9:15 PM	Cocktail Reception	Grand Ballroom Foyer		300	304	

6:00 PM Cocktail Reception Grand Ballroom Foyer

****TOP SHELF TIER CASH BAR****

Top Shelf Cocktails @ \$9.00 Each

absolut 80 vodka, bacardi superior rum, captain morgain original spiced rum, tanqueray gin, jack daniels tennessee whisky, segram's vo whisky, maker's mark bourbon, johnnie walker red scotch, 1800 silver tequila, couvoisier vs

Domestic Beer @ \$6.00 Each

Imported Beer @ \$7.00 Each

Stone Cellars by Beringer Chardonnay @ \$8.00 per Glass

Stone Cellars by Beringer Merlot @ \$8.00 per Glass

Stone Cellars by Beringer Cabernet Sauvignon @ \$8.00 per Glass

Beringer White Zinfandel @ \$8.00 per Glass

Vasa Bottled Water @ \$4.00 Each

Assorted Soft Drinks @ \$4.00 Each

Assorted Fresh Juices @ \$4.00 Each

GOLD KEYS TO SUCCESS

Objectives: Meeting Space, Service

ROOM SET-UP

Special

Portable Bars

(5) High Boy tables spread in the Grand ballroom foyer

(5) Cocktail tables with 4 chairs each spread in the Grand ballroom foyer

EVENT SERVICES/SET-UP

The Event Operations Team is available at Extension 6878 to service your group.

SPECIAL ARRANGEMENTS

High Chair(s)

PARKING DETAILS

Special Parking Arrangements: **\$5.00 Event Self-Parking. STICKERS NEEDED**
 \$7.00 Overnight Self-Parking

CONFIRMATION

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BILLING SUMMARY

All Food and Beverages Must be Purchased Through the Hotel
 All food must be consumed in your banquet room. No "to go boxes".
 (1) Bartender Fee
 Paid in Full **PAID IN FULL**
 Please refer to your Sales Agreement for cancellation fees.



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On Site Meeting Room Resets are Subject to a \$3.00 Per Person Surcharge.
Any increase of attendance must be accompanied with payment
(1) Cashier Fee Waived per contract
(1) (1) Cashier

TAX AND SERVICE CHARGES

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CL Harper Memorial

International Alumni Association

Dinner, Saturday, October 15, 2016, EO#475432

Salon D

Salon E

28 rounds of 10

2 Rounds of 12

20x20 Dance Floor

Middle Aisle

Awards, Memorial, and DJ Tables

