

525 New Jersey Ave, NW Washington, DC 20001 202-628-2100

Group Name:

The Media Consortium

Post As:

The Media Consortium Annual Conference TMC 2017

Contact: Address:

Site Contact: Ms Jo Ellen Kaiser

222 Sutter Street

Suite 600

San Francisco, CA 94108

Phone: Email: (415)878-3862, Ext. Fax: ioellen@themediaconsortium.org

Manager:

Shannon Averill/Adrian Webb

Day	Date	Time	: : : : : : : : : : : : : : : : : : : :	Event	Room	Est	Gtd	Set	Rental
Thu	03/02/2017	08:00AM	05:30PM	Registration	Base of Stairs Exec	90	0	90	\$0.00
Thu	03/02/2017	08:30AM	12:00PM	Break	Executive	90	0	90	\$0.00
Thu	03/02/2017	08:30AM	05:30PM	General Session	Executive	90	0	90	\$550.00
Thu	03/02/2017	01:00PM	05:00PM	Break	Executive	90	0	90	\$0.00

Food

8:30am - 12noon - Beverage Service

Regular, Decaffeinated Coffee & Tea @ \$98.00 per Gallon

1:00pm - 5:00pm - Beverage Service

Regular, Decaffeinated Coffee & Tea @ \$98.00 per Gallon

3:00pm - Add following

Individual Bags of Trail Mix @ \$5.00 Each Maximum of 100 Charge on Consumption

Beverage

Setup

Outside Executive

1 - 6' table, 2 chairs

Wastebasket

2 - Vendor tables with 1 chair each

Executive

Theatre for 82

1 Round of 8 rear of room STATION: Ice Water, Glasses, Pads, Pens

No Podium or Head table per client

Audio Visual

3 Wireless hand held microphones

Audio Visual Company will contact client directly regarding pricing. A separate invoice will be provided.

Miscellaneous

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Transformative Media Conference

Guarantee numbers are due by 12noon 72 business hours prior to each event. If guarantee is not received by that time, the agreed number of guests will serve as your guarantee. Last minute changes in room setup will be subject to a labor fee.

All Food & Beverage subject to a 23% Service Charge and 10% DC Sales Tax Non-Contracted Food & Beverage Prohibited in Conference Rooms

A \$50.00 Labor Fee will be charged if guarantee is less than 25 people for Breakfast, Lunch or Dinner Jo Ellen Green Kaiser

Organization Authorized Signature/Date

Hotel Representative/Date

Set

Rental

\$0.00

Ms Jo Ellen Kaiser

Gtd



Time

08:30AM

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Contact: Address: Ms Jo Ellen Kaiser

222 Sutter Street

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San Francisco, CA 94108

Phone: Email:

(415)878-3862, Ext. Fax:

Event

Breakout

Room

Ashlawn

Manager:

05:00PM

joellen@themediaconsortium.org Shannon Averill/Adrian Webb

Food	Setup
Group has Lunch & Breaks in Executive	Theatre Style STATION: Ice Water, Glasses, Pads, Pens No Podium or Head table per client
Beverage	
	Audio Visual
	None Requested
	Audio Visual Company will contact client directly regarding pricin A separate invoice will be provided.
	Miscellaneous
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Time

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Hotel Representative/Date

03/02/2017

Day

Thu

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222 Sutter Street Address:

Suite 600

Phone:

San Francisco, CA 94108 (415)878-3862, Ext. Fax:

Email:

joellen@themediaconsortium.org

Manager: Event

Breakout

05:30PM

Shannon Averill/Adrian Webb

Room

Sagamore Hill

Food	Setup
Group has Lunch & Breaks in Executive	Theatre Style STATION: Ice Water, Glasses, Pads, Pens No Podium or Head table per client
Beverage	
	Audio Visual
	None Requested
	Audio Visual Company will contact client directly regarding pricing. A separate invoice will be provided.
	Miscellaneous
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Day	Date	Time		Event	Room	Est	Gtd	Set	Rental
Thu	03/02/2017	12:00PM	01:00PM	Lunch	Executive	90	0	90	\$0.00

Food	Setup
12noon - 1:00pm - Box Lunch	Working Lunch Existing Set Remains
Roasted Rosemary Turkey Breast, Whole Grain Bread Grilled Vegetable, Focaccia	
Pastrami & Swiss, Pullman Rye	Audio Visual
Individual Bagged Snack Chips Piece of Whole Fresh Fruit Freshly Baked Cookie	Existing AV remains
One Soft Drink or Bottled Water per Person Appropriate condiments \$48.00 per Person	Audio Visual Company will contact client directly regarding pricing A separate invoice will be provided.
* p	Miscellaneous
	Do Not Post
Beverage	

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Manager:

Shannon Averill/Adrian Webb

Day	Date	Time		Event	Room	Est	Gtd	Set	Rental
Fri	03/03/2017	08:00AM	05:30PM	Registration	Base of Stairs Exec	90	0	90	\$0.00
Fri	03/03/2017	08:30AM	12:00PM	Break	Executive	90	0	90	\$0.00
Fri	03/03/2017	08:30AM	05:30PM	General Session	Executive	90	0	90	\$550.00
Fri	03/03/2017	01:00PM	05:00PM	Break	Executive	90	0	90	\$0.00

Food

8:30am - 12noon - Beverage Service

Regular, Decaffeinated Coffee & Tea @ \$98.00 per Gallon

1:00pm - 5:00pm - Beverage Service

Regular, Decaffeinated Coffee & Tea @ \$98.00 per Gallon

3:00pm - 4:00pm

(100) Ultra Break

Chef Mario's 100 Mile Trail Mix Assorted Whole Fresh Seasonal Fruit House made Cold Brewed Coffee Bottled Waters \$18.00 per Person

Beverage

Setup

Site Contact:

Outside Executive

1 - 6' table, 2 chairs

Wastebasket

2 - Vendor tables with 1 chair each

Executive

Theatre for 82

1 Round of 8 rear of room

STATION: Ice Water, Glasses, Pads, Pens No Podium or Head table per client

Audio Visual

3 Wireless Handheld Microphones

FLIPCHART & MARKERS

Audio Visual Company will contact client directly regarding pricing.

A separate invoice will be provided.

Miscellaneous

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Day	Date	Time		Event	Room	Est	Gtd	Set	Rental
Fri	03/03/2017	08:30AM	05:30PM	Breakout	Ashlawn	45	0	45	\$0.00

Food	Setup
Group has Lunch & Breaks in Executive	Theatre Style
	STATION: Ice Water, Glasses, Pads, Pens No Podium or Head table per client
Beverage	
	Audio Visual
EL .	A APPROPER POSITIONS
	None Requested
	Audio Visual Company will contact client directly regarding pricing. A separate invoice will be provided.
	Miscellaneous
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(415)878-3862, Ext. Fax: @themediaconsortium.org on Averill/Adrian Webb

Email:	joellen
Manager:	Shanno

Day	Date	Time		Event	Room	Est	Gtd	Set	Rental
Fri	03/03/2017	08:30AM	09:00PM	Breakout	Sagamore Hill	50	0	50	\$0.00

Food	Setup
Group has Lunch & Breaks in Executive	Theatre Style STATION: Ice Water, Glasses, Pads, Pens No Podium or Head table per client
Beverage	Meeting Schedule 8:30am - 5:30pm - Breakout Refresh Room 7:00pm - 9:00pm - Film Viewing
	Audio Visual Client will advise regarding equipment needed for Film Viewing @ 7:00pm
	Audio Visual Company will contact client directly regarding pricing. A separate invoice will be provided.
	Miscellaneous Post As Transformative Media Conference

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Fri	03/03/2017	12:00PM	01:00PM	Lunch	Executive	90	0	90	\$0.00

Food	Setup
12noon - 1:00pm - Box Lunch	Working Lunch Existing Set Remains
Roasted Sirloin, Farm House Cheddar, Ciabatta Grilled Vegetable, Focaccia	
Tuna & Tomato, Dill Caper Vinaigrette, Poppy seed Roll	Audio Visual
Individual Bagged Snack Chips Piece of Whole Fresh Fruit Freshly Baked Cookie	Existing AV remains
One Soft Drink or Bottled Water per Person Appropriate condiments \$48.00 per Person	Audio Visual Company will contact client directly regarding pricing. A separate invoice will be provided.
\$ 10.00 per rensen	Miscellaneous
	Do Not Post
Beverage	
I.O. Comments	

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Email: Manager:

Beverage

joellen@themediaconsortium.org Shannon Averill/Adrian Webb

Day	Date	Time		Event	Room	Est	Gtd	Set	Rental
Sat	03/04/2017	08:00AM	12:00PM	Registration	Base of Stairs Exec	90	0	90	\$0.00
Sat	03/04/2017	08:30AM	12:00PM	Break	Executive	90	0	90	\$0.00
Sat	03/04/2017	08:30AM	12:00PM	General Session	Executive	90	0	90	\$550.00

Sat Sat Sat	03/04/2017 03/04/2017 03/04/2017	08:00AM 08:30AM 08:30AM	12:00PM 12:00PM 12:00PM	Registration Break General Session	Base of Stairs E Executive Executive	xec 90 90 90	0 0 0	90 90 90	\$0.00 \$0.00 \$550.00
Sat	03/04/2017		ood	General Session	1	Setup			\$350.00
Re	8:30am -			Service 98.00 per Gallon		Outside Exe 1 - 6' table, 2 Wastebas 2 - Vendor tables wi	chairs sket	each	
000						Executi Theatre fo			

Audio Visual

1 Round of 8 rear of room STATION: Ice Water, Glasses, Pads, Pens

No Podium or Head table per client

3 Wireless hand held microphones

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Miscellaneous

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Shannon Averill/Adrian Webb Manager: Est Gtd Set Rental Day Date Time Event Room 03/04/2017 08:30AM 12:00PM Breakout Ashlawn 45 0 45 \$0.00 Sat

Food	Setup
Group has Break in Executive	Theatre Style STATION: Ice Water, Glasses, Pads, Pens No Podium or Head table per client
Beverage	
	Audio Visual
	None Requested
	Audio Visual Company will contact client directly regarding pricing. A separate invoice will be provided.
	Miscellaneous
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Set

Rental

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03/04/2017

Sat

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Contact:
Address:

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Site Contact:

Est

Ms Jo Ellen Kaiser

Gtd

Suite 600

San Francisco, CA 94108

Phone:

Breakout

(415)878-3862, Ext. Fax:

: Shannon A

Day Date Time Event

08:30AM

12:00PM

joellen@themediaconsortium.org Shannon Averill/Adrian Webb

Room

Sagamore Hill

Food	Setup
Group has Break in Executive	Theatre Style STATION: Ice Water, Glasses, Pads, Pens No Podium or Head table per client
Beverage	
	Audio Visual
	None Requested
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