January 26, 2013

Hi Suzanne,  
  
Here are updates/changes to our setup and catering order. Signficant changes are in bold; questions are in red. Thanks, Jo Ellen  
 **Wednesday February 6**  
**Setup:** Zinfandel, Burgundy and Chablis: raised dias with table, 3 mikes and 3 chairs, plus speaker podium with mike   
**Setup** Chardonnay and Merlot: same re: tables for buffet and drink station, but instead of 4 rounds with chairs, set up 3-4 cocktail tables. I want to make sure people can move around the room. Ok for them to eat standing up or in other rooms--lunches will be informal. Please also add 1 more table with skirt for exhibitor information along second Merlot wall.  
  
**Feb 6 Catering Order:**  
Guaranteed order: **40**  
**Please add Coffee/Tea Service at 10:30 am** on Wednesday, February 6--no snacks needed (see Feb 7)  
  
Lunch: Please note we expect at least 15 people to be vegetarian. Let's just go with just two sandwiches, 66% vegetarian wrap, 33% chicken. Also, can we replace pasta salad with a side salad that is dairy and gluten free? like tabouleh?   
  
**Setup: Evening of Wednesday February 6**  
Lobby table available 5:30-7:30  
Zinfandel, Burgundy and Chablis in Theater set with speaker podium from 6:30-9:00pm  
  
\*I am trying to find a sponsor to hold a reception to accompany this evening talk. Not been successful yet.   
  
**Thursday February 7  
Setup**:  See changes to Zinfandel, Burgundy and Chablis; See changes to Chardonnay and Merlot  
Setup:   Pinot: please add table at one end with 3 chairs.  
  
  
**Feb 7 Catering Order:**  
Guaranteed order: **90**  
Lunch will be at **12:30**: I am now concerned about the choice I made of deli plate, since  at least 33% of attendees to be vegetarian. Is there another option like the wraps that we could do instead?  
  
**Friday, February 8  
Setup:** See changes to Zinfandel, Burgundy and Chablis; See changes to Chardonnay and Merlot setup; see change to Pinot  
  
**February 8 Catering Order**  
Minimum Guaranteed Lunch order: **75**  
Lunch will be at 12:30  
  
**Please add Coffee Tea + Assorted Cookie Break at 2:00**Minimum Guaranteed Break order: **50**