

## AC-119 Reunion “Gotta Have” List

1. **Importance factors: part of our negotiations that are critical are the Hootch and our ability to serve beer, wine, sodas, water, munchies using our own stuff (or at a similar pricing from the hotel). Another factor is how many room comps we get per 50 room nights (or whatever # they use). Both of these are important factors on hotel choices. After those two come meal selections and costs.**
2. Sleeping Rooms:
  - a. Will need 6-8 rooms Monday, 6-8 Tuesday, 7-10 Wednesday (these 3 days for Association staff set up and planners), 50-60 rooms Thursday, 100-200 Friday, 100-200 Saturday, and 40-50 Sunday.
  - b. All should count toward comped rooms.
3. Meals and activity rooms
  - a. We will have a tax exemption certificate for the state the reunion is in (for Association-paid stuff).
  - b. Friday Social: Estimate 200 (possibly 250-300)
    - Buffet of heavy hors d'oeuvres with pay as you go bar(s)
    - Includes informal table set up (rounds good) but requires a microphone for the evening host.
  - c. Saturday morning meeting room to hold 200 in theater mode:
    - Need microphone plus video capability for PowerPoint slides, and/or pictures projected from laptop
    - Usually have bloody Mary's, juice, and coffee
  - d. Saturday evening Banquet: Estimate 250 (possibly 350-400)
    - The meal is part of an evening agenda that includes speakers, raffles and auctions, awards, etc
      - Menus usually include at least two selections like beef, and chicken or fish). Can be more if buffet.
      - “Can” be served versus buffet IF the service can accommodate the numbers rapidly.
      - Meal is usually a 60-75 minute “space” in the agenda
      - Large round tables work best and need microphone with podium and video capability (might include video clips, PowerPoint slides, and/or pictures projected from laptop)
  - e. Sunday BBQ: Estimate 150 (possibly 200-250)
    - Menu usually includes 2 – 3 meats
    - Usually buffet & less formal
    - Outdoor is great
  - f. **Whole Reunion timeframe: Hootch is our number one priority - everyone gathers here whenever there's not a formal activity scheduled. Hootch stays open from 8:00 am until 10:00 pm daily Thursday – Sunday**
    - Need enough room to move around, sit down, with plenty of tables to spread things out. Hotel should “comp” a large room if we are using a large # of sleeping rooms. At least 15-20 rectangular tables around room perimeter plus another 10-12 large round tables within the room (including 8-10 chairs for each round; no chairs for perimeter tables). Bigger/more is better
      - We'll also need 4-5 of the perimeter tables for merchandise (T-shirts, hats, pins, lithos, books, etc)
      - We'll have member's photographs and memorabilia on the remaining perimeter tables
      - We'll have our computer, scanner, printer – need one perimeter table for that with 2-3 chairs
      - We'll want to do our set up not later than Thursday morning with Wednesday evening even better
      - We “man” the hootch
    - Likely will want laptop projection capability and/or VCR capability (with screen or large TV)
    - **WE provide free beer, wine, soda, water, chips, dips, etc. If that's a problem we can't work out, it's a show-stopper**
      - We can purchase everything locally and keep it stocked ourselves
      - We'll need at least two rectangular perimeter tables for this plus a space to keep the extra supplies
      - We'll need ice service and trash cans (including nightly replacement of ice and emptying trash)
      - **An alternative is for the hotel to provide ALL of the above but, we need their price to match the costs we can get at a local Commissary or grocery store, or we don't use that hotel.**
  - g. Registration area: Thursday 12 pm till 9 pm and Friday 8 am to 8 pm to check folks in for Reunion activities, give them their Reunion welcome packets, name tags, agendas, tickets, coins, answer questions, etc