



Food Function 2019 Reservation Form

Please complete this form to secure space for your function during the 2019 PCA General Assembly. Banquet space is reserved on a first-come, first-served basis. Once this form, one for each function, is received and processed, the Administrative Committee will assign space and provide you the catering menus, audio-visual information, and additional details.

All reservations must be submitted one month before the event.

Organization Name: _____

Contact Name & Title: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Name of Function: _____

Estimate Number of Attendees: _____

Preferred Date

- Tuesday, June 25
- Wednesday, June 26
- Thursday, June 27
- Friday, June 28

Preferred Function

- Breakfast (6:30-8 a.m.)
- Lunch (12-1:30 p.m.)
- Dinner (5:30-7 p.m.)
- Other: _____

Type of Function

- Plated Meal
- Buffet
- Reception
- Other: _____

The standard banquet room includes: tables, chairs, linens, and lectern. Handout tables may be provided upon request.

In order to comply with state law, no food or beverage, to include alcoholic beverages, may be brought into or removed from function rooms by attendees.

Comments:

Return Reservation Form to:
events@pcanet.org

AC Office Use Only:

Facility: _____ Room Name: _____