

Date Received: _____
Tentative Final Placement
Room Number: _____

A M E R I C A N
NUMISMATIC

A S S O C I A T I O N

MEETING ROOM REQUEST FORM – CHICAGO/ROSEMONT CLUB

August 11-15, 2015

DONALD E. STEPHENS CONVENTION CENTER

9301 W. Bryn Mawr, Rosemont, IL 60018

**PLEASE COMPLETE AND RETURN THIS FORM FOR YOUR MEETING BY JUNE 27
FOR INCLUSION IN THE SHOW GUIDE SCHEDULE**

Club must be an active ANA member to receive complimentary meeting space.

MEETING INFORMATION

Club Name: _____ Contact: _____

First Choice

Second Choice

Day _____

Date _____

Time _____

PREFERENCES

All meetings will be held in the convention center unless otherwise noted

Duration: _____ Expected Attendance: _____

Purpose: _____ (General, board mtg, seminar, etc.)

Seating Style: _____ (theatre or seminar) Head table/how many? _____

Do you require? (The ANA will provide ONE screen in your Meeting Room at no charge. All food and beverage as well as any additional audio visual are at the organization's expense. If YES, you will be provided the catering and audio visual contact information)

Screen Requested: **yes** ___ **no** ___ A/V: **yes** ___ **no** ___ Food & Beverage: **yes** ___ **no** ___

Special Instructions: _____

Person making arrangements: _____

CONTACT INFORMATION

Club Name: _____

Club ANA Member #: _____ Contact: _____

Address: _____ C/S/Z _____

Phone: _____ Fax: _____ Email: _____

American Numismatic Association

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