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 AALL 2016 • JULY 16-19 • CHICAGO

# Food & Beverage Order Form

Annual Meeting and Conference

Hyatt Regency | Chicago, IL

**Submit by May 15**

**Provide the following information based on the event details included in the e-mail memo you received. You may copy and paste the information from the memo into the fields below unless you need to make any changes.**

Name of Group/Function:

Date of Function:  July  Start Time:    AM  PM End Time:    AM  PM

Name of Person Responding:  Phone:

Location of Function:  Set-up Style:  Anticipated number of attendees:

Type of Function (check all that apply):  Breakfast  Coffee/Beverage Service  Luncheon  Break  Dinner  Reception

**List your menu selection(s). Menus for the Hyatt Regency Chicago (headquarters hotel) can be found here:**  
[www.aallnet.org/conference/meeting-planning/food-and-beverage/Hyatt-Regency-Chicago-Menus.pdf](http://www.aallnet.org/conference/meeting-planning/food-and-beverage/Hyatt-Regency-Chicago-Menus.pdf)

Menu Selection(s):	price	per	quantity to order
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Cost Worksheet

\*Estimate the amount of beverage or food items required for your group based on attendance. Coffee service is generally ordered by the gallon (16 cups/gal) as coffee/decaf/tea - specify how many gallons each. Ordering bottled and canned beverages 'on consumption' keeps you from being charged for more than is consumed (please note any limits you may want to set). For reception service and/or liquor service, indicate the selections desired using menus as a guide - indicate 'hosted' or 'cash' bar and include bartender fees with applicable service charges.

Total Menu Price - Include applicable service charge and tax, calculated as follows:

Hyatt Regency Chicago: menu price x 23% service charge x 11.5% tax =

Total price per person: (Final guarantee number due to AALL by June 20)

Time to begin food service:    AM  PM

Notes to AALL regarding special set-up style, more extensive order, etc.:

**Submit this form by May 15** by clicking the Submit by Email button or by printing and faxing the form to Pam Reisinger at 312-431-1097. Keep a copy for your records.

