



# Food Function 2020 Reservation Form

Please complete this form to secure space for your function during the 2020 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 16
- Wednesday, June 17
- Thursday, June 18
- Friday, June 19

**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:**

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**Return Reservation Form to:**  
events@pcanet.org

**AC Office Use Only:**

Facility: \_\_\_\_\_ Room Name: \_\_\_\_\_