**2025 AAEA & WAEA Joint Annual Meeting**

**Sheraton Denver Downtown; July 27-29**

**Space Request Form *Request form due Monday, February 10th***

If would like to hold a Business Meeting, Reception or Luncheon during the AAEA 2024 Annual Meeting, please complete the information listed below. Forms and requests are due by February 10. For questions, please contact Mary Annen at mannen@aaea.org.  Please complete a form for each event or space request. *Only space request is due by February 10th so we can schedule the meeting space*. *Mary will contact you if you requested food & beverage.*

**Contact Information**

Organization Hosting the Event or Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best method to contact you: phone email

Would you like the event listed in the app and program? Yes No (private event, invitation only)

If yes, Event Title as it should appear in the App and PDF Electronic Program

**Event**

Section Business Meeting Committee Meeting Section Reception held Sunday, July 27th

Section Reception held other than Sunday, July 27th Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Time: 11:30 am – 1:00 pm 7:30 pm – 9:30 pm 8:30 pm – 10:30 pm Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Luncheon Ticketed Event held Monday, July 28, 11:30 am – 1:00 pm

Breakfast Ticketed Event held Tuesday, July 29, 7:00 am – 8:30 am

Judges Hospitality Room Food & Beverage  Sunday or  Monday Time for lunch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Details**

**Estimated Attendance**

Less than 15 15-30 30-50 More than 50 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Estimated Length of time for event**

1 hour 1.5 hours 2 hours Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred Time frame** 7 am – 10 am 10 am – 12 pm 12 pm – 3 pm 3 pm – 6 pm

11:30 am – 1:00 pm 7:30 pm – 9:30 pm 8:30 pm – 10:30 pm Other, please specify\_\_\_\_\_\_\_\_\_\_\_

Any additional details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Should not interfere with the following Business Meeting**

**Audio Visual Required?** *(Additional charges may apply)*

Yes No Other

If yes, Audio Visual Needed: Projector & Screen Microphone
Other, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Food & Beverage:** If Food & Beverage is requested, contact Mary Annen mannen@aaea.org for options available, she will provide a menu with options available and email you a proposal.

Food & Beverage requested? Yes No

If yes, email estimate to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount budgeted for Food & Beverage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food & Beverage: Sample of Options Available (Note:  27% Service service charge and 10.45% sales tax.  AAEA receives a 10% discount on catering food and non-alcoholic beverages which will be passed on to you.

Coffee & Hot Tea Muffins, Danish & Breakfast Breads Breakfast Sandwiches

 Cookies & Snacks Soft drinks & bottled water Breakfast Treats & Yogurt

Reception Display Hors D'Oeuvres Lunch Options

Other, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you like a catering form with menu description emailed to you? Yes No Other \_\_\_\_\_\_\_\_\_\_

**Drink Tickets:** Drink Tickets are available for use at the Sections Bar on Sunday, July 27, 3:00 pm - 6:00 pm. Each ticket is good for beer, wine or soft drink. Cost is $TBD per ticket. Group will be charged only for drink tickets redeemed.  27% Marriott Service Charge and 10.45% sales tax applies.

I am interested in providing drink tickets

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_