

2025 AAEA & WAEA Joint Annual Meeting
Sheraton Denver Downtown; July 27-29
Space Request Form Request form due Monday, February 10th

If you would like to hold a Competition, Business Meeting, Reception or Luncheon during the 2025 AAEA & WAEA Joint 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 _____

Competition Events

Competition Name: _____

Date of Competition: Sunday, July 27 Time: _____

Monday, July 28 Time: _____

Number of Rooms requested: _____ Time for each room/event: _____

Additional Details on competition & room request: _____

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 8% sales tax. AAEEA receives a 10% discount on catering food and non-alcoholic beverages which will be passed on to you.

- | | | |
|--|---|--|
| <input type="checkbox"/> Coffee & Hot Tea | <input type="checkbox"/> Muffins, Danish & Breakfast Breads | <input type="checkbox"/> Breakfast Sandwiches |
| <input type="checkbox"/> Cookies & Snacks | <input type="checkbox"/> Soft drinks & bottled water | <input type="checkbox"/> Breakfast Treats & Yogurt |
| <input type="checkbox"/> Reception Display | <input type="checkbox"/> Hors D'Oeuvres | <input type="checkbox"/> 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 \$13 per ticket. Group will be charged only for drink tickets redeemed. 27% Marriott Service Charge and 8% sales tax applies.

I am interested in providing drink tickets

Comment: _____
