

Music: Play It Forward
2010 MMEA ALL STATE CONFERENCE
March 18-20, 2010

MMEA Conference Reception Request Form
for Receptions to be held
Thursday Evening, March 18, 2010
at the Seaport Hotel and World Trade Center

Please mail this reception form to Faith M. Lueth at the address below by January 9, 2010.

Organizational Name _____

Expected attendance: _____ Name of contact person _____

Address: _____

Telephone # _____ Fax _____ E mail _____

Note Change of procedure!

- We will honor your requests on a first-come, first-served basis because of limited space.
- Once you have returned this form to Faith Lueth, Conference Chair, we will contact you with the name of the person in charge of food and beverage catering so that you may place your order.
- All billing for food and beverage at receptions will go to MMEA. MMEA will then bill the appropriate organization for the cost of the reception.
- Room assignments will be posted on the MMEA website in late February as part of the At-A-Glance schedule.
- When arrangements are completed for each reception, it is understood that a duly-authorized representative of the organization sponsoring said reception will be responsible for settling the account with MMEA.

Please return this completed form by January 9, 2010 to:

Faith M. Lueth
MMEA 2010 Conference Chair
8 Irving Drive
Walpole, MA 02081