

**2011 MMEA ALL STATE CONFERENCE**

***“Music at the Core”***

**March 24-26, 2011**

**MMEA Conference Reception Request Form  
for College & District Receptions to be held Thursday, March 24, 2011, 8:00 PM  
at the Seaport Hotel and World Trade Center, Boston, MA**

Please return this reception form to Faith M. Lueth at the address below by **February 4, 2011**.

Organizational Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Expected attendance \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax \_\_\_\_\_ E mail \_\_\_\_\_

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 Coordinator, you will be sent the menu choices so that you can make food and beverage selections for the reception.

**All** billing for reception food and beverage charges will go to MMEA. MMEA will then bill the appropriate organization for these charges.

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 form to:**

Faith M. Lueth  
MMEA 2011 Conference Coordinator  
8 Irving Drive  
Walpole, MA 02081

OR by email to  
[flueth@comcast.net](mailto:flueth@comcast.net)