



COUNCIL on FOUNDATIONS

2010 Family Philanthropy Conference Meeting Room Request Form

We want to welcome your family and/or board to hold their meetings at the Hilton before and after the Family Philanthropy Conference. Please complete one form for each event you would like to hold. The information will be used to make room assignments - please be as accurate as possible. Any changes after submitting the request will be accommodated as space permits.

Title of Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Preferred Date of Event: Saturday, January 30      Sunday (morning and evening), January 31      Tuesday (afternoon), February 2  
(Circle One)

Preferred Start Time: \_\_\_\_\_ AM/PM      Preferred End Time: \_\_\_\_\_ AM/PM      Maximum Attendees: \_\_\_\_\_

Contact Person for Event: \_\_\_\_\_ Telephone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_ Organization Website (if applicable): \_\_\_\_\_

Activity: \_\_\_\_\_ Board Meeting      \_\_\_\_\_ Membership/Business Meeting      \_\_\_\_\_ Reception      \_\_\_\_\_ Dinner

Is this event open to all conference participants?      \_\_\_\_\_ No      \_\_\_\_\_ Yes      Will food be served?      \_\_\_\_\_ No      \_\_\_\_\_ Yes

Check all that apply: \_\_\_\_\_ Breakfast      \_\_\_\_\_ Lunch      \_\_\_\_\_ Dinner      \_\_\_\_\_ Reception      \_\_\_\_\_ Snack/Refreshment Break

Pre-registration required?      \_\_\_\_\_ No      \_\_\_\_\_ Yes      Registration Fee?      \_\_\_\_\_ No      \_\_\_\_\_ Yes, Amount: \$ \_\_\_\_\_

Room Set: For explanation of room set and suggestions, see next page.

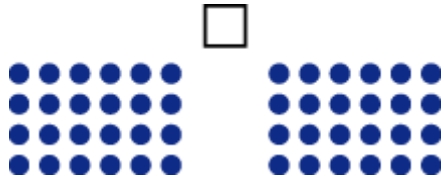
\_\_\_\_\_ Schoolroom      \_\_\_\_\_ Theater      \_\_\_\_\_ Hollow Square      \_\_\_\_\_ U-Shape      \_\_\_\_\_ Cocktail Rounds      \_\_\_\_\_ Banquet Rounds

If you permit, the Family Philanthropy Conference website and other promotional materials will list your event. Please provide text. (60 words max)

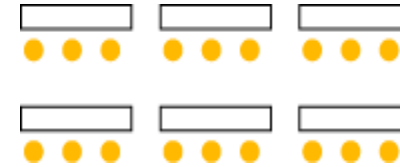
DEADLINE: December 18, 2009. A confirmation of receipt will be sent. E-mail: [segas@cof.org](mailto:segas@cof.org) Fax: 703/879-0955

<b>For COF Staff :</b>	Date/time received:	Room Name:
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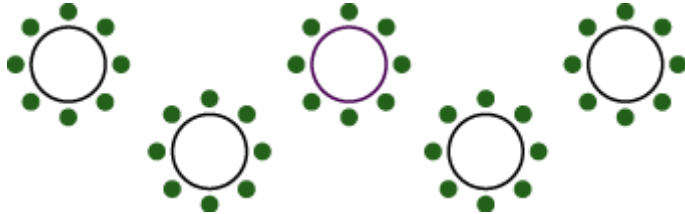
**Theater/Auditorium** – Appropriate for short lecture or larger groups that do not require extensive note-taking.



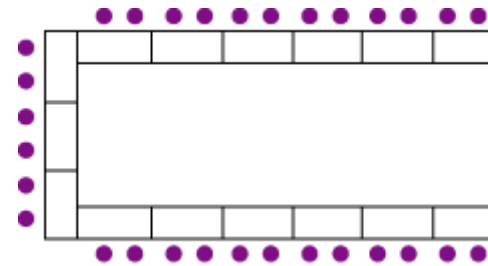
**Schoolroom/Classroom** – Most desirable for long lectures and extensive note taking.



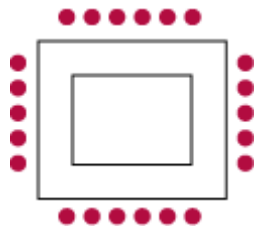
**Banquet Rounds** – for meals and small groups discussions. 6' rounds seat 10 people.



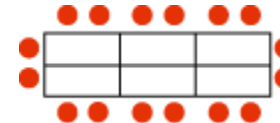
**U-Shape** – for Board Meetings and Panels; Maximum 30 people



**Hollow Square** – Appropriate for groups fewer than 40 where there is a group leader or panel seated at the head of the set up.



**Conference** – for small groups of less than 20 and Board Meetings



**Reception/Flow** – minimal seating. Most receptions are stand up with elbow height cocktail rounds

