

# Edith Macy Center

## Meeting Planner Outline

### General Group Information

Meeting Name:	
Planning Contact Name:	
Phone/Fax Number:	
Cell Phone #:	
Email Address:	
Facilitator:	
<b>On Site Contact:</b>	
Cell Phone #:	
Total # of People: (including facilitators)	

Arrival Date/Time: \_\_\_\_\_

Departure Date/Time: \_\_\_\_\_

Would you like assistance with transportation arrangements? **YES**    **NO**

*Additional charges will be incurred for car rentals, taxi and limousine service and private bus chartering*

How will the majority of your group be arriving at Edith Macy?

<input type="checkbox"/>	Bus Service
<input type="checkbox"/>	Car Service
<input type="checkbox"/>	Providing Own Transportation
<input type="checkbox"/>	Train Service

### Billing Information

*(Please confirm your final bill arrangements)*

<input type="checkbox"/>	All Charges Billed To Master
<input type="checkbox"/>	All Charges Billed To Individual <i>(tax exemption cannot be applied)</i>
<input type="checkbox"/>	Incidentals To Be Paid By Individuals
<input type="checkbox"/>	Part of the conference plan billed to master/ part billed to individual

- *Incidentals include... photocopy charges, faxing, nametags, tent cards, priority mail, etc. Any charges incurred by an individual during their stay will be calculated in this section. For Example... phone calls, gift shop purchases, alcoholic beverages ordered with dinner*

### Tax Status

Are you exempt from N.Y. State sales & use taxes and Westchester County occupancy tax? **YES**    **NO**

- *If yes, have you already sent in a copy of your NYS ST-119 Form?*

# MEETING INFORMATION

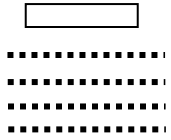
## Meeting Room Requirements:

We reserve the right to assign groups to conference space suitable for the final guaranteed numbers.

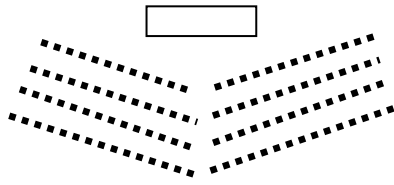
Please circle your preferred meeting room set up

**(AUDITORIUM: Has a fixed Classroom Set-Up)**

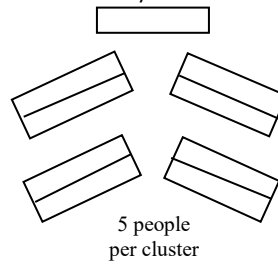
Theatre Style  
Chairs Only



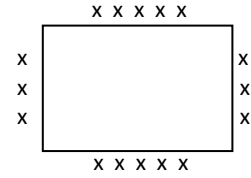
Herringbone  
Chairs Only



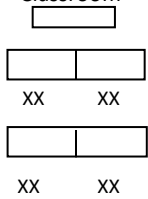
Cluster  
Style



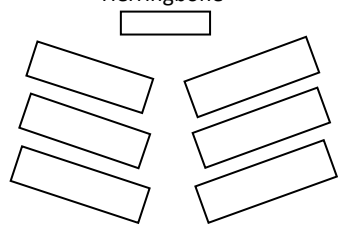
Conference  
Style



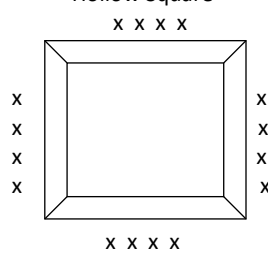
Classroom



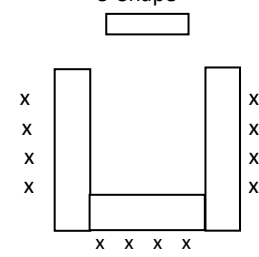
Herringbone



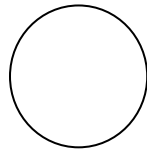
Hollow Square



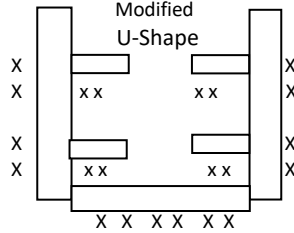
U-Shape



Rounds of 7



Modified  
U-Shape



## Have you made arrangements for breakout rooms?

**If Yes:**

How many rooms do you require? \_\_\_\_\_ How would you like them set up? \_\_\_\_\_

- Should you require a room set up change during your event a room flip fee of \$100 per change may apply.
- If you are shipping boxes for your meeting, please be sure the group name and arrival date are CLEARLY written on the label.

*\*\*If you already have an agenda created, feel free to leave this section blank and attached a separate sheet*

## What time will your meeting begin and end each day?

*(unless otherwise specified, meeting rooms are held for groups on a 24 hour basis)*

Arrival Day		AM / PM	to		PM
Day 1		AM / PM	to		PM
Day 2		AM / PM	to		PM
Day 3		AM / PM	to		PM
Day 4		AM / PM	to		PM
Day 5		AM / PM	to		PM
Day 6		AM / PM	to		PM
Day 7		AM / PM	to		PM

## **Audio Visual Equipment Included in Meeting Packages**

### **Groups up to 20 people**

1 Easels with Pads and Markers  
1 Portable Radio  
1 LCD Projector (*\$150 connection/support fee applies*)  
1 Wireless Presentation Mouse (includes Laser Pointer)  
1 Screen  
Wireless Internet Access

### **Groups of 21-39 people**

2 Easels with Pads and Markers  
1 LCD Projector (*\$150 connection/support fee applies*)  
1 Wireless Presentation Mouse (includes Laser Pointer)  
1 Portable Radio  
1 Screen  
Wireless Internet Access

### **Groups of 40-100 people**

3 Easels with Pads and Markers  
1 LCD Projector (*\$150 connection/support fee applies*)  
1 Wireless Presentation Mouse (includes Laser Pointer)  
1 Screen  
1 Wireless Hands-Free Microphone  
Wireless Internet Access  
Spring Water

### **Auditorium**

*(Minimum 50 people)*

4 Easels with Pads and Markers  
1 LCD Projector  
1 Wireless Presentation Mouse (includes Laser Pointer)  
2 Podiums with Microphones with use of built in Sound System  
1 Handheld wireless microphone for audience use  
1 Screen  
Wireless Internet Access  
Spring Water

*A small supply of loose paper and pens is available in the back of the meeting room.  
(LCD projector is not included in packages where meeting space is in another building)*

### **The following additional office supplies are available to order:**

(Please indicate how many of each item you would like)

- \_\_\_\_ 8 ½" x 11 ¾", Legal Ruled Writing Pads at each seat @ \$2.50++ each
- \_\_\_\_ 12 pack of Medium Point, Assorted Colored Ink Writing Markers @ \$20.00++ per pack
- \_\_\_\_ 6 Assorted Colored Ink Highlighters, with Chisel Tip @ \$7.50++ per pack
- \_\_\_\_ 1 ½" x 1" Post It Note Pads @ \$1.25++ each
- \_\_\_\_ 3" x 3" Square Post It Note Pads \$1.50 ++ per pad
- \_\_\_\_ Self-Sticking Easel Pads @ \$38.00++ per pad
- \_\_\_\_ 40 lb. Brown Paper Roll - 24" x 900' @ \$55.00++ per roll
- \_\_\_\_ 50 lb. White Paper Roll - 24" x 720' @ \$60.00++ per roll

***A minimum of 14 business days advanced notice is required for office supply items***

## **Web Ex**

Fees vary based on meeting room you are assigned (equipment needed) length of call and # of attendees calling in

	<b>Web Ex</b> Auditorium, Maple/Hickory/Dogwood Room	\$225 set up fee plus scheduled length of call x \$.24 per minute x the # of invitees to call in  ** if using own Web ex account then scheduled length of call x \$.12 per minute <b>Fees based on a minimum of 90 minute call</b>
	<b>Web Ex</b> Birch, Oak, Spruce, Sassafras, Gathering Place	\$175 set up fee, plus scheduled length of call x \$.24 per minute x the # of invitees to call in  ** if using own Web ex account then scheduled length of call x \$.12 per minute <b>Fees based on a minimum of 90 minute call</b>

## **Additional Audio Visual Equipment Available**

**# requested**

	Item Name	Rental Cost (per day)
	Power strips – 1 per every 4 people/ 1 per cluster	\$5.00 each
	ULX Wireless Mic System w/ choice of Handheld, Lavalier, or Headset	\$75.00
	Polycom VTX 1000 Extended Range w/ 2 mic modules & subwoofer	\$130.00
	Polycom Soundstation Conference Speakerphone w/ 2 mic modules	\$75.00
	HP EliteBook 850 G3 Notebook PC - 6GB RAM	\$75.00
	Dell Latitude E5540 Laptop - 4GB RAM	\$65.00
	Dell Latitude E6330 - 4GB RAM	\$65.00
	Apple TV	\$50.00
	BluRay Player	\$25.00
	Elmo EV 6000AF - Document Camera	\$50.00
	Portable Tripod Projection Screen - 6' x 6'	\$35.00
	Portable Anchor Speaker System	\$125.00
	Marantz Digital Audio Recorder w/audio file	\$175.00
	24 Channel Mixer - for use in MHD only	\$250.00
	Easel with Pad and Markers	\$35.00
	Group Photo w/ unedited & edited JPEG files	\$150.00
	HD Video Camera with Tripod w/ raw video file	\$150.00
	Innkeeper Telephone Interface & Setup	\$200.00
	Laser Jet Black & White Printer	\$100.00
	Laser Jet Color Printer	\$150.00
	Mixer - 18 Input USB Audio Mixer w/ effects	\$100.00
	Portable 42" LCD TV	Included in package
	Presentation Mouse	Included in package
	8-Input HDMI & HD Base ProScale Presentation Switcher/Scaler with 2K Support & Power Amplifier	\$200.00
	HD Webcam w/ 1080p	\$25.00
	Webex - Setup for 1-49 people	\$175.00

Webex Setup for 50+ people	\$225.00
Podium - Portable	N/C
LCD Projector - HD 1080p 4700 Lumens	\$450.00
LCD Projector - 2600 Lumens	\$350.00
LCD Projector - 2000 Lumens	\$250.00
LCD Projector - 1300 Lumens	\$250.00
Digital Timer Clock Countdown - 9.25" (L) x 3.26"(H) x 2.12 (W)	\$25.00
Pipe & Drape (Black)	\$350.00
SiriusXM Portable Speaker Dock	\$50.00

*Items listed above are subject to change without prior notice and are subject to sales tax and service charges. Additional equipment is available upon request. Please speak to your planner if there is a need. Additional fees may apply. Clients bringing their own LCD Projector are subject to a one time set up/support fee of \$150.00.*

### **Food and Beverage Requirements**

*If you already have an agenda created, feel free to leave this section blank and attached a separate sheet*

*Breakfast, lunch and dinner are served in the Hearthstone Restaurant and refreshment breaks are served in the Commons during the following standard hours of service:*

- Breakfast** Seating- 7:00 AM – 8:30 AM / Buffet is open until 9:00 AM
- ½ Hour **Morning Break** can be scheduled between 9:30 AM and 11:00 AM
- Lunch** Seating- 12:00 Noon – 1:30 PM / Buffet is open until 2:00 PM
- ½ Hour **Afternoon Break** can be scheduled between 2:00 PM and 4:00 PM
- Dinner** Seating - 6:00 PM - 7:30 PM / Buffet is open until 8:00 PM

**Standard hours of service may be modified upon request for an additional fee of \$150 per event**

**\*\* Absolutely no outside food or beverage is allowed to be supplied by a guest.**

***Our culinary staff requests a little more information about your attendees so we may take into consideration specific food preferences:***

What is the age range of the participants: \_\_\_\_\_

Palette Preferences for the MAJORITY of the group:  
(check all that apply)

\_\_\_ Light Fare \_\_\_ Vegetarian \_\_\_ Vegan \_\_\_ Gluten Free \_\_\_ Kid Friendly \_\_\_ No Preference

Do you require any Kosher Meals? (If yes, please tell us how many of each)  
(delivery fee applies)

\_\_\_\_\_ Breakfast (\$25+ additional) \_\_\_\_\_ Lunch (\$45+ additional) \_\_\_\_\_ Dinner (\$65+ additional)

**Please tell us about any other specific dietary needs:**

***This should include allergies or restrictions due to health or religious observances.***

***(IMPORTANT: If an attendee requests a vegetarian diet, please specifically as if they eat fish and eggs)***

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**Please indicate the time you would like to schedule meals for your group:**

*(Keep in mind, your meal must begin sometime during our standard hours as listed above or a \$150 surcharge will apply)*

<b><u>BREAKFAST</u></b>						<b><u>LUNCH</u></b>					
Day 1		AM	to		AM	Day 1		AM/PM	to		PM
Day 1		AM	to		AM	Day 1		AM/PM	to		PM
Day 3		AM	to		AM	Day 3		AM/PM	to		PM
Day 4		AM	to		AM	Day 4		AM/PM	to		PM
Day 5		AM	to		AM	Day 5		AM/PM	to		PM
Day 6		AM	to		AM	Day 6		AM/PM	to		PM
Day 7		AM	to		AM	Day 7		AM/PM	to		PM

<b><u>DINNER</u></b>						
Day 1			PM	to		PM
Day 1			PM	to		PM
Day 3			PM	to		PM
Day 4			PM	to		PM
Day 5			PM	to		PM
Day 6			PM	to		PM
Day 7			PM	to		PM

**BREAKS**

*Please indicate what time your group will break each morning and afternoon for refreshments*

<b><u>MORNING BREAK</u></b>			<b><u>AFTERNOON BREAK</u></b>		
Day 1		AM	Day 1		PM
Day 1		AM	Day 1		PM
Day 3		AM	Day 3		PM
Day 4		AM	Day 4		PM
Day 5		AM	Day 5		PM
Day 6		AM	Day 6		PM
Day 7		AM	Day 7		PM

## REFRESHMENT BREAK UPGRADE OPTIONS:

### Root Beer Floats @ \$3.00++ per person

Fizzy and fun and all kinds of delicious. Refreshing root beer and rich vanilla ice cream together as one.

### Egg Creams @ \$3.00++ per person

"Egg cream" is a crazy name for a drink that contains neither eggs nor cream! Instead, it's an old soda-fountain favorite from New York City: a light, frothy mixture of chocolate milk mixed with cold seltzer. You stir them together until the liquid foams up into a fizzy head at the top of the drink, and then drink it really fast before the foam deflates.

### Fruit Smoothies @ \$4.00++ per person

A refreshing, thick beverage made from blended raw fruit with other ingredients such as water, ice, dairy products or sweeteners

### Ice Cream Bars @ \$3.00++ per person

With all of your favorites from the ice cream truck, there are treats for every taste

## ADD ONE OF THE FOLLOWING ITEMS TO YOUR MEETING ROOM

### Fruit Infused Water Station @ \$3.00 + per person *(in room all day and refreshed at lunch)*

Fruit Infused Water is filled with delicious fruit infused water recipes to help you break your soda and sugary drink addictions with naturally sweetened drinks. These naturally flavored fruit water recipes help you lose weight, burn fat, ease stress, heal minor ailments and curb your sweet tooth.

### Assorted Chocolate Candy Bowl @ \$2.00 ++ per person, per set *(set in the morning or at lunch time)*

All your favorite miniature candy bars in a mix!

### Popcorn at each seat @ \$1.50++ per person *(set at lunch time)*

Everyone loves popcorn and nothing beats the flavor of warm, freshly made popcorn

## ***Would you like to add an after-dinner S'mores reception?***

### **Classic S'mores... \$7.95 per person**

*Roasted Marshmallows and chocolate bars sandwiched between graham crackers*

### **Extreme S'mores...\$12.95 per person**

*Roast marshmallows over an open fire and create your extreme s'more using the following ingredients:*

*Peanut Butter Cups, Fresh Strawberries Slices, Fresh Banana Slices, Ghirardelli Caramel or Raspberry Filled Chocolate Squares, Hershey Bars, White Chocolate Candy Bars, Coconut Shavings, Brownie Bites, Assorted Nuts, Flavored Marshmallows, Chocolate Graham Crackers or Chocolate Chip Cookies*

**Additional reception items are available. Please ask your planner for our complete catering menus.**