



Meeting Planner Outline

General Group Information

Meeting Name:	
Planning Contact Name:	
Phone/Fax Number:	
Cell Phone #:	
Email Address:	
Facilitator:	
On Site Contact:	
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?

	Bus Service
	Car Service
	Providing Own Transportation
	Train Service

Billing Information

(Please confirm you final bill arrangements)

	All Charges Billed To Master
	All Charges Billed To Individual <i>(tax exemption cannot be applied)</i>
	Incidentals To Be Paid By Individuals
	Bill Transportation To Master
	Transportation To Be Paid By Individual
	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

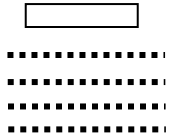
Meeting Room Requirements:

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

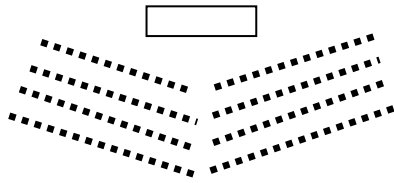
Please circle your preferred meeting room set up

(AUDITORIUM: Has a fixed Classroom Set-Up)

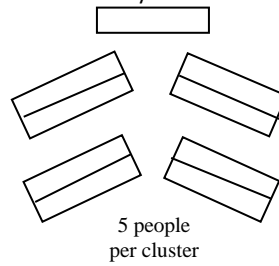
Theatre Style
Chairs Only



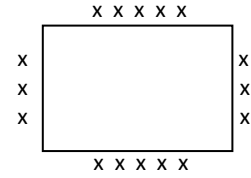
Herringbone
Chairs Only



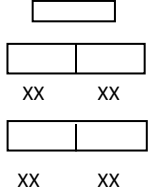
Cluster
Style



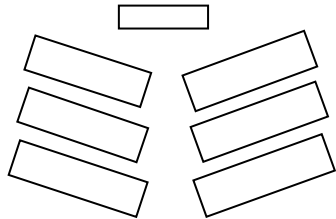
Conference
Style



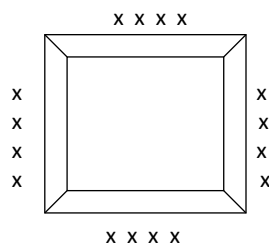
Classroom



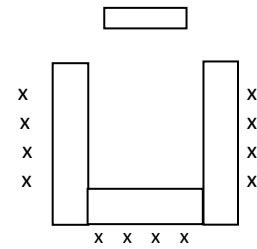
Herringbone



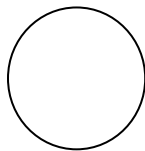
Hollow Square



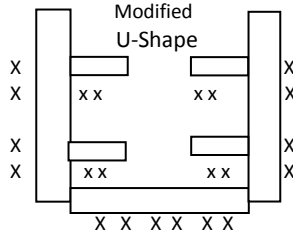
U-Shape



Rounds of 7



Modified
U-Shape



Will you be using the Leadership Circle for any part of your meeting?

If Yes: How would you like it set up? _____

Back jacks are available @ \$2.50+ each, per day

Would you like to use these around the ledge of the Leadership Circle? YES NO How many: _____

Will you be using the Office area as breakout space for any part of you meeting?

If Yes: How would you like it set up? _____

Will you be using the Lounge area for any part of you meeting?

If Yes: How would you like it 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

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

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

Package inclusions and all prices listed subject to change without prior notice November 2017

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 & HDBase 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.**

BREAKFAST :

	Please circle your location choice	Start Time		End Time
Arrival Day:	Gathering Place or Hearthstone Dining Room		To	
Day One:	Gathering Place or Hearthstone Dining Room		To	
Day Two:	Gathering Place or Hearthstone Dining Room		To	
Day Three:	Gathering Place or Hearthstone Dining Room		To	
Day Four:	Gathering Place or Hearthstone Dining Room		To	
Day Five:	Gathering Place or Hearthstone Dining Room		To	

Day Six:	Gathering Place or Hearthstone Dining Room		To	
Day Seven:	Gathering Place or Hearthstone Dining Room		To	

LUNCH: *(served in the Gathering Place, unless otherwise arranged)*

	Start Time		End Time
Arrival Day:		To	
Day One:		To	
Day Two:		To	
Day Three:		To	
Day Four:		To	
Day Five:		To	
Day Six:		To	
Day Seven:		To	

DINNER:

	Please circle your location choice	Start Time		End Time
Arrival Day:	Gathering Place or Hearthstone Dining Room		To	
Day One:	Gathering Place or Hearthstone Dining Room		To	
Day Two:	Gathering Place or Hearthstone Dining Room		To	
Day Three:	Gathering Place or Hearthstone Dining Room		To	
Day Four:	Gathering Place or Hearthstone Dining Room		To	
Day Five:	Gathering Place or Hearthstone Dining Room		To	
Day Six:	Gathering Place or Hearthstone Dining Room		To	
Day Seven:	Gathering Place or Hearthstone Dining Room		To	

BREAKS

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

Morning

	Time
Arrival Day:	
Day One:	
Day Two:	
Day Three:	
Day Four:	
Day Five:	
Day Six:	
Day Seven:	

Afternoon

	Time
Arrival Day:	
Day One:	
Day Two:	
Day Three:	
Day Four:	
Day Five:	
Day Six:	
Day Seven:	

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

****Breaks are set at in the dining area of the Gathering Place. Please let us know if you would like them to be set at a station in the Leadership Circle area instead: YES NO**

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

What is the age range of the participants: _____

Palette Preferences: ___ Light Fare ___ Vegetarian ___ Vegan ___ Kid Friendly ___ No Preference
(check all that apply)

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

_____ Breakfast (\$25+ additional) _____ Lunch (\$40+ additional) _____ Dinner (\$50+ additional)

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)*
(\$25.00 per day, delivery fee applies)

_____ Breakfast (\$25+ additional) _____ Lunch (\$40+ additional) _____ Dinner (\$50+ 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)

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.