

45th International Congress on Medieval Studies

May 13–16, 2010

Meeting/Reception Reservation Form

Deadline: October 1, 2009

This form is available on the Congress Web site as a Microsoft Word form and an interactive PDF file.
<www.wmich.edu/medieval/congress>

This reservation is for:

(If the reservation is for a business meeting with catering, please choose "Business Meeting.")

Organization

Preferred Day

Anticipated Number of People

Preferred Beginning Time

Preferred Ending Time

Beverage and/or Food Service Needed?

Please see reverse

Please submit a separate Meeting/Reception Reservation Form for each event.

Contact Person

Address

Phone

Fax

E-Mail

Billing Contact

(if different)

Address

Phone

Fax

E-Mail

Beverage Service:

No Beverage Service Needed

Open Bar: All charges are billed to the sponsoring organization.
Bar is stocked with beer, wine, and soft drinks.

Cash Bar: All drinks are purchased by guests.
Bar is stocked with beer, wine, and soft drinks.

Soft drinks: All charges are billed to the sponsoring organization.

Same Order as 2009

Food Service:

No Food Service Needed

Food Service Needed

Same Order as 2009

Service charges and staffing are based on the size and nature of the order and the time frame.

If you have requested beverage and/or food service, you will be contacted after the first of the year, and payment will be required in advance of the Congress.

Food and beverages (including, but not limited to, alcoholic beverages) consumed at Congress events on the WMU campus must be provided by WMU Catering, Fetzer Center Catering, or the Medieval Institute. Food and beverages purchased from outside vendors may not be brought into Congress meeting rooms in the Goldsworth Valley dormitories, the Bernhard Center, or the Fetzer Center at any time. Should food or drink purchased outside the Fetzer Center be brought into the Fetzer Center, it will be confiscated and left at the front desk for pick up upon departure from the building.

Congress Committee
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