



450 North Cityfront Plaza Drive  
Chicago, IL United States 60611

Phone: (312) 464-8787 Fax: (312) 464-8683  
Wolfgang Puck Phone: (312) 464-8745 Fax: (312) 464-8746

### Banquet Event Order

<b>Account:</b> Booth Evening & Weekend MBA Office <b>Post As:</b> Chicago Consulting Club Symposium <b>Address:</b> 450 North Cityfront Plaza Drive Suite 330 Chicago, IL 60611	<b>Event Date:</b> <b>Friday, July 25, 2008</b> <b>Contact:</b> Ms. Kerri Butler <b>Phone:</b> (312) 464-8667 <b>Fax:</b> <b>OnSite Contact:</b>
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<b>Deposit:</b> <b>Tax Exempt:</b> <b>Payment:</b> <b>Master Account:</b>	<b>Booked By:</b> Joe Wilkinson <b>Catering Manager:</b> Jennifer Fleming <b>Service Manager:</b> Joe Wilkinson
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FOOD
<b>Room:</b> 620 Boardroom <b>Event:</b> 12:00 PM to 8:00 PM <p style="text-align: center;">3:00 PM - 5:00 PM</p> Buffet Set Inside Room on Granite 30 Dark Roasted Coffee Decaffeinated Coffee Assorted Teas With Cream, Sweetners and Lemon Wedges @ \$2.90 per person 30 Assorted Finger Sandwiches @ \$10.90 per person 25 Mini BBQ Meatballs @ \$6.60 per person 25 Vegetable Crudite Platter with Herb Dip @ \$6.60 per person 25 Fresh Sliced Seasonal Fruit @ \$7.20 per person 20 Granola, Energy and Candy Bars @ \$7.20 per person

BEVERAGE										
<b>Room:</b> 621 Executive Dining Room <b>Event:</b> 12:00 PM to 8:00 PM <p style="text-align: center;">Consumption Bar            5:00 PM - 7:00 PM            2 Bar Setups</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">8 Domestic Beer</td> <td style="text-align: right;">@ \$3.70 each</td> </tr> <tr> <td>66 Imported Beer</td> <td style="text-align: right;">@ \$4.10 each</td> </tr> <tr> <td>63 House Wines</td> <td style="text-align: right;">@ \$4.90 each</td> </tr> <tr> <td>70 Soft Drinks (NO BOTTLED WATERS)</td> <td style="text-align: right;">@ \$3.00 each</td> </tr> <tr> <td colspan="2">Complimentary Pitchers of Water</td> </tr> </table>	8 Domestic Beer	@ \$3.70 each	66 Imported Beer	@ \$4.10 each	63 House Wines	@ \$4.90 each	70 Soft Drinks (NO BOTTLED WATERS)	@ \$3.00 each	Complimentary Pitchers of Water	
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Complimentary Pitchers of Water										

SET UP
Please remove all chairs in room 608 for luggage storage. <b>Event: 12:00 PM to 8:00 PM Room: 620 Boardroom</b> Existing Conference Set <b>Event: 1:00 PM to 5:00 PM Room: 100 Tiered Classroom</b> Tiered Lecture Hall. Leave professor table and chair. 2 8' Skirted registration tables with 4 chairs skirted by 1:00 PM, set in 1st floor elevator lobby area. 1 Easel(s) in 1st floor elevator lobby

AUDIO VISUAL
<b>Event: 12:00 PM to 8:00 PM Room: 621 Executive Dining Room</b> Music playing in background through existing speakers with iPod, please provide connection for iPod to existing speakers. <b>Event: 1:00 PM to 5:00 PM Room: 100 Tiered Classroom</b> 1 Podium with microphone 1 Audiopatch 1 T1 internet line at podium 2 Wireless Lavalier Microphone 1 Wireless Internet Access for 51-100 Users Meeting ID: (meeting-zx48), no password needed. 1 4 Channel Mixer Will be using video camera from Career Services, client will be managing the camera (TBD if client will need to plug into audio feed?) Built-in LCD Projector Built-in screen

Food & Beverage Client Approval \_\_\_\_\_ Date \_\_\_\_\_

Setup & AV Client Approval \_\_\_\_\_ Date \_\_\_\_\_

Wolfgang Puck Representative \_\_\_\_\_ Date \_\_\_\_\_

Gleacher Center Representative \_\_\_\_\_ Date \_\_\_\_\_

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<b>BEVERAGE</b>
<b>Room:</b> 620 Boardroom <b>Event:</b> 12:00 PM to 8:00 PM Consumption Bar for 30-40 guests 3:00 PM - 5:00 PM 2 Domestic Beer @ \$3.70 each 5 Imported Beer @ \$4.10 each 8 House Wines @ \$4.90 each 54 Bottled Water and Soft Drinks @ \$3.00 each

<b>AUDIO VISUAL</b>
Client to provide laptop Will play music from iPod inside of room 100 classroom, need audio patch to existing speakers. <b>All AV in 621 set by 12:00 PM for iPod test.</b>
<b>LABOR</b>
GC - Security Guard for room 608 from 3:30 PM - 7:30 PM @ \$260.00 total
<b>MISCELLANEOUS</b>
GC - Outsourced Highboy tables @\$555.00 total 50 GC - Highboy linens @ \$15.00 each 6 GC - Skirted tables (8 total, 2 complimentary) @ \$35.00 each
<b>CATERING SPECIAL INSTRUCTIONS</b>
25 WPC - 18" Table Number Stands (rented) @ \$2.35 each 1 WPC - Table Stand Delivery Fee @ \$53.50  *Client Requests all black linen for registration tables, highboys, etc* Extra Tray Jacks Requested around 621  <b>Water and Candy Station</b> <b>Time: 3:00 PM - 5:00 PM</b> <b>Room: 100FY</b> <b>Guests: 125</b>

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