450 North Cityfront Plaza Drive
Chicago, IL United States 60611

Gleacher CENTER
Executive Conferences & Events

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

BEO #: 7717

Printed: 1/28/09

Banquet Event Order

Account:	Booth Evening & Weekend MBA Office	**Event Date:**	**Saturday, August 9, 2008**
Post As:	Energy Club Event	**Contact:**	Mr. Humberto C. Freda
Address:	450 North Cityfront Plaza Drive Suite 330 Chicago, IL 60611	**Phone:**	(312) 464-8761
		Fax:	(312) 464-8778
		OnSite Contact:	
Deposit:	**Tax Exempt:**	**Booked By:**	Joe Wilkinson
Payment:		**Catering Manager:**	Jennifer Fleming
Master Account:		**Service Manager:**	Joe Wilkinson

Time	Room	Function	Setup	AGR	GTD	SET	Rental
12:00 PM - 1:00 PM	400 Tiered Classroom	Gleacher Speakers Event	Tiered Classroom	50	80		

FOOD

Room: 400 Tiered Classroom

Serve: 12:00 PM to 1:00 PM

Box Lunch (Guests: 80)

Grilled Portobello and Vegetable Sandwich
With Goat Cheese and Red Pepper Aioli on a Freshly Baked Ciabatta Roll

Carolina Chicken Salad Wrap
With Southern Fried Chicken, Cole Slaw and Honey Dijon Mayo in a Soft Tortilla

The Gleacher Grinder
Toasted with Ham, Bologna, Salami, Pepeproni and Cheese

Creamy Potato Salad

Individual Bags of Assorted Chips

Chef's Dessert Assortment

Fresh Brewed Iced Tea
With Sweetners and Lemon Wedges

80 People @ $12.65 Per Person

Event: 12:00 PM to 1:00 PM

124 Assorted Bottled Waters and Sodas (on consumption) @ $2.50 each

BEVERAGE

SET UP

Event: 12:00 PM to 1:00 PM Room: 400 Tiered Classroom

Tiered Lecture Hall. Leave professor table and chair.
1 8' Skirted registration table with two chairs
1 Easel near registration table

AUDIO VISUAL

Event: 12:00 PM to 1:00 PM Room: 400 Tiered Classroom

Built-in LCD Projector
Built-in screen
1 Wireless Lavaliere Microphone
Client to provide laptop
Video Recording TBD (Requested Through Campus?)

LABOR

MISCELLANEOUS

CATERING SPECIAL INSTRUCTIONS

Water Service
12:00 PM - 1:00 PM
Room 400
80 guests

Food & Beverage Client Approval Date

Setup & AV Client Approval Date

Wolfgang Puck Representative Date

Gleacher Center Representative Date