



Thank you for your interest in hosting a reception during the 45th Biennial Convention at the Gaylord National Resort & Convention Center near Washington, DC, USA. Hosted receptions are booked on a first-come, first-served basis and will be held on Saturday, 16 November 2019 from 5:30-7:30 p.m. (1730-1930).

Here are some additional details about the hosted receptions:

- The room must be booked through Sigma.
- The non-refundable deposit fee of US \$500 per room and must be paid at the time of booking request.
- Food and beverage charges are the sole responsibility of the contracted group.
- Receptions are generally attended by 50-125 people, and on average each room can accommodate up to 90 people.

To help you budget for your reception, here are the price ranges for food:

- Packaged pricing selection of 4 chilled or hot appetizers: US \$34 per person
- Packaged pricing selection of 5 chilled or hot appetizers: US \$42 per person
- Antipasto selection: US \$29 per person
 - There is a minimum of 25 pieces.

Please note that the above prices do not include the Gaylord's 25% taxable service charge or sales tax, which is currently 6%. We will also have a cash bar available in the hallway for all receptions.

While we encourage regional or multiple chapters hosting receptions honoring distinguished members (such as award recipients, honorary members, Virginia Henderson Fellows, deans, officers, and candidates), individual candidate receptions are discouraged.

Please take a moment to complete the enclosed form, making sure all information is accurate.

Please submit your Hosted Reception Response Form and payment by Friday, 23 August 2019.

Confirmation notices with planning information will be sent once the rental fee has been received for our reception. Specific meeting room assignments will be sent no later than 12 September 2019. The confirmation letter will include information as to whom you will need to contact at the Gaylord to plan your menu as well as the other details of your reception. Please note that the Gaylord reserves the right to refuse service if the balance due for the food and beverage is not paid 30 days prior to your reception.

Please let us know if you have any questions. We look forward to seeing you in Washington, DC!

45th Biennial Convention
Hosted Reception Request Form

Name of Contact: _____

Address: _____

Telephone: _____

Email: _____

Name(s) of Hosting Chapter(s)/Organization(s):

Name(s) of Honorees(s):

Anticipated Attendance:

- Rental payment (US\$500) must be received before space will be assigned. Confirmation notice with hotel contact and room assignment will be sent only to contact individual.
- Receptions are scheduled on a first-come, first-served basis.
- Mail rental payment with this form. Make checks payable to Sigma Theta Tau International, Attn: Bri Lee, 550 W. North St, Indianapolis, IN 46202.
- If paying by credit card, please contact Bri Lee at 888.634.7575 (U.S./Canada toll free), +1.317.917.4973 (International) or events@sigmanursing.org.
- The Gaylord National reserves the right to refuse service if the balance due for food and beverage is not paid 30 days prior to your reception.



- Please direct any questions regarding hosted receptions to Bri Lee at 888.634.7575 (U.S./Canada toll free), +1.317.917.4973 (International) or events@sigmanursing.org.

