



FACILITY & MEAL REQUEST FORM

2015 NACAA AM/PIC

Please complete the form below to request details related to room set-up, technology needs and meals. Please fill out a separate form for each event and return them by **May 29th**. **Forms can be mailed or emailed to Chris Zdorovtsov (see below)**. If you have questions please contact Chris or Adele.

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Function:	
Date:	
Time:	
Contact:	
Number of Participants:	
Email:	
Office Phone:	
Cell Phone:	

Room Set Up: (Please check all that apply)			
<input type="checkbox"/> <p>Conference</p>	<input type="checkbox"/> <p>Theater</p>	<input type="checkbox"/> <p>Classroom</p>	<input type="checkbox"/> <p>Rounds</p>
<input type="checkbox"/> <p>U-Shape</p>	<input type="checkbox"/> Additional tables in rooms (Describe):	<input type="checkbox"/> Head Table: Number of places:	<input type="checkbox"/> Other: Please describe:

Equipment Needs: <i>(Check all that apply)</i>			
<input type="checkbox"/>	Microphone	<input type="checkbox"/>	Projector Provided by Facility
<input type="checkbox"/>	Podium	<input type="checkbox"/>	Projector Provided by Speaker/Room Moderator
<input type="checkbox"/>	Screen	<input type="checkbox"/>	*Computer/Laptop Provided by Facility
<input type="checkbox"/>	Internet	<input type="checkbox"/>	Computer/Laptop Provided by Speaker/Room Moderator
<input type="checkbox"/>	External Speakers (For presentation with sound)	<input type="checkbox"/>	Other (List):

*Note: All provided equipment will be pc/windows based

Tablecloth Color- For seated meals only: <i>(Check one)</i>					
<input type="checkbox"/>	White	<input type="checkbox"/>	Black	<input type="checkbox"/>	Ivory

Napkin color- For seated meals only: <i>(Check one)</i>					
<input type="checkbox"/>	White	<input type="checkbox"/>	Black	<input type="checkbox"/>	Ivory
<input type="checkbox"/>	Red	<input type="checkbox"/>	Burgundy	<input type="checkbox"/>	Royal Blue
<input type="checkbox"/>	Green	<input type="checkbox"/>	Purple	<input type="checkbox"/>	Yellow (Gold)

Centerpieces & Decorations: <i>(Please check all that apply)</i>				
<input type="checkbox"/> Granite & Votives 	<input type="checkbox"/> Mirror, Vase & Votives 	<input type="checkbox"/> Head Table Centerpiece (Describe): 	<input type="checkbox"/> Other Décor (Describe): 	<input type="checkbox"/> Boutonnieres: # needed:

Each meal menu will be the same on a given day (i.e. All plated breakfasts on Monday will serve same menu). Please review the attached meal listing below and review the corresponding menu selected for the day and meal type (Plated, buffet, etc.). For Dinner menu options, please call Adele.

The prices included with the menu options are ++ prices, these include the cost of the meal plus the management charge plus sales tax.

Meal Type: (Check one)			
Breakfast	<input type="checkbox"/> Seated/plated	<input type="checkbox"/> Buffet	
Lunch	<input type="checkbox"/> Seated/plated	<input type="checkbox"/> Buffet	<input type="checkbox"/> Box
Dinner/Supper	<input type="checkbox"/> Seated/plated	<input type="checkbox"/> Buffet	

Menu Approval:	
<input type="checkbox"/>	I have reviewed the meal menu and approve.
<input type="checkbox"/>	I have an alternative menu request (Describe):

(NOTE: If this is a meal function the contact person/program will be held accountable for the number of meals requested. Final meal count must be turned in 120 hours (5 business days) prior to function. All meal functions will be reviewed by NACAA President before being provided.

Menu Options:

Friday:

Lunch: *Balsamic London Broil-Grilled and sliced with shitake shallot sauce, salad, fresh vegetable or starch, dinner rolls and butter, dessert, coffee, decaf and iced tea \$25.68 ++*

Saturday:

Lunch: *Bourbon Chicken-bourbon glazed grilled chicken breast garnished with sugar and spice bacon crumbles, salad, fresh vegetable or starch, dinner rolls and butter, dessert, coffee, decaf and iced tea \$23.11 ++*

Sunday:

Plated Lunch: *Boneless Pork Chops-Grilled boneless pork chops with a sweet apple brandy, salad, fresh vegetable or starch, dinner rolls and butter, dessert, coffee, decaf and iced tea \$23.11 ++*

Buffet Lunch: (40 minimum for buffets)

Monday:

Voting Delegate Breakfast: *The Falls- fluffy scrambled eggs, hash browns, bacon or sausage served with assorted mini pastries. \$16.90 ++*

All Other Plated Breakfast: *Country Style-Farm fresh scrambled eggs, with bacon, ham or sausage links, and seasoned breakfast potatoes \$ 15.41*

First Timer's Plated Lunch: *Beef Tips-sautéed beef tips, onions, mushrooms in a demi sauce served over wild rice or mashed potatoes, salad, seasonal vegetable, rolls and butter, dessert, ice tea and coffee \$22.12 ++*

All Other Plated Lunch: *Steak Medallions-Tender steak medallions with rich wine demi sauce, salad, fresh vegetable or starch, dinner rolls and butter, dessert, coffee, decaf and iced tea \$24.40 ++*

Buffet Lunch: *The Spit Pit-watermelon wedges, smoked beef brisket, pulled smoked pork, southwest coleslaw, Kaiser buns, fresh fried chips, caramel apple pie, coffee, decaf and iced tea with lemon \$22.15 ++*

Box Lunch:

½ will be American Classic-Sliced smoked turkey, ham, swiss and cheddar cheese, crisp lettuce, and fresh tomato on a French roll, corresponding condiments, assorted kettle chips and pasta salad, fresh baked cookie \$17.98 ++

½ will be Southwestern Chicken wrap-grilled chicken breast with lettuce, diced tomatoes, black beans, corn, pepper jack cheese, and chipotle ranch dressings, wrapped in a flavored tortilla, assorted kettle chips and pasta salad, fresh baked cookie \$17.98 ++

Tuesday:

Plated Breakfast: *Steak & Eggs-top sirloin grilled to perfection with scrambled eggs and breakfast potatoes \$21.83*

Communication Awards Plated Lunch: *Chicken Masala-chicken breast served with portabella mushrooms sautéed in a masala wine sauce and red jacket potatoes, salad, seasonal vegetable, rolls and butter, dessert, ice tea and coffee \$23.42 ++*

All Other Plated Lunch: *Chicken Marsala-Sautéed chicken breast finished with portabella marsala sauce, salad, fresh vegetable or starch, dinner rolls and butter, dessert, coffee, decaf and iced tea \$23.11 ++*

Box Lunch:

½ will be American Classic-Sliced smoked turkey, ham, swiss and cheddar cheese, crisp lettuce, and fresh tomato on a French roll, corresponding condiments, assorted kettle chips and pasta salad, fresh baked cookie \$17.98 ++

½ will be Tuscan Chicken-grilled chicken, marinated grilled vegetables, provolone cheese, pesto mayo on Italian focaccia, assorted kettle chips and pasta salad, fresh baked cookie \$17.98 ++

Wednesday:

Plated Breakfast: *Country Style-Farm fresh scrambled eggs, with bacon, ham or sausage links, and seasoned breakfast potatoes \$ 15.41*

Plated Lunch: *Tortilla Crusted Chicken-oven fried chicken breast encrusted with tortilla chips finished with gazpacho and pepper jack, salad, fresh vegetable or starch, dinner rolls and butter, dessert, coffee, decaf and iced tea \$23.11++*

Box Lunch:

½ will be American Classic-Sliced smoked turkey, ham, swiss and cheddar cheese, crisp lettuce, and fresh tomato on a French roll, corresponding condiments, assorted kettle chips and pasta salad, fresh baked cookie \$17.98 ++

½ will be Oriental Wrap-grilled marinated chicken, romaine, chow mein, shredded cabbage and carrot, sesame dressing, wrapped in a flavored tortilla, assorted kettle chips and pasta salad, fresh baked cookie \$17.98 ++