

**2014 NAPSLO ANNUAL CONVENTION * SEPTEMBER 15 - 17
ATLANTA MARRIOTT MARQUIS & HYATT REGENCY ATLANTA
ATLANTA, GA**

OFF-SITE HOSPITALITY & FUNCTION LISTING

THIS IS A FILLABLE FORM

This form cannot be used to request space at the Annual Convention. Please review "Policies and Procedures" for Private Meetings and Receptions prior to completing this form.

Name of Registered Member Firm:

On-Site Contact:

Correspondence Contact:

E-mail:

Phone Number:

PLEASE NOTE: Please note all on site meeting and functions details below. This information will allow the hotel & NAPSLO staff to assist your guests in locating the function and answering any questions regarding your function. It also provides your firm the opportunity of having your function(s) listed in the NAPSLO DAILY NEWS. Suite # will be provided to NAPSLO on site.

DAY/ DATE	HOTEL (INDICATE HYATT OR MARRIOTT)	FUNCTION NAME	MEETING ROOM NAME (provided by the hotel)	FUNCTION START TIME	FUNCTION END TIME	INDICATE Y/N FOR POSTING IN DAILY NEWS	INVITATION ONLY OR OPEN TO ALL MEMBERS	
							Invite	Open
							Invite	Open
							Invite	Open
							Invite	Open

Please complete and e-mail (Vicky@napslo.org) by **August 29, 2014**. Forms must be received by this date to be listed in the NAPSLO DAILY NEWS. **The NAPSLO Meetings Department will confirm receipt of this form.** Please call the NAPSLO Meetings Department (816.741.3910), if you have not received a confirmation within ten (10) days.