

Dick: I called the Hotel and told them we would need a slide projector and screen on 5/24/02.

4/13/02

Dear Stephanie:

I'm returning the set up sheets you sent me to confirm our mini-reunion requirements. I don't think that we will require any food or beverage service since everyone will obtain what they want from bars provided throughout the hotel. The only thing we will require is a VCR/TV to show some video tapes which I've indicated on the set up sheet.

I do not believe that we will need to have any service that would require credit card authorization so I'm returning that sheet blank.

If this is not correct let me know. I do not have a fax or e-mail so it's snail mail or phone at [REDACTED]

Looking forward to the reunion.

Thanks
Jack Johnson

Vietnam Helicopter Pilots Association

Sub Group Set Up Sheet

We are delighted to have the VHPA 19th Annual Reunion at the Riviera Hotel & Casino in July. We have received information from VHPA, that your group is planning a mini reunion. Please take a few minutes to fill out the following pages and fax them back to the Riviera at: [REDACTED] **Attn: Stephanie**

Brandenburg. Your mini reunion will not be planned through VHPA, you will plan it directly with the hotel. After this form and your credit card authorization (with a front and back copy of the credit card) are received, a Riviera catering manager will contact you to finalize any other details. **If you have any questions please call Stephanie, the Riviera Hotel Booking Coordinator, at** [REDACTED]

BLACK WIDOWS - SPIDERS 188TH AHC & C CO 101ST AVN

Full Name of Subgroup

SAME AS ABOVE

Name of Group You'd Like Posted on Reader Boards Throughout the Hotel (if different from above name)

July 4th 1:00- 5:00

Dates, Time, and Room of Reunion

JACK JOHNSON LTC (R) [REDACTED]

Contact Name, Address, Phone, and Fax [REDACTED]

NO FAX-NO E-MAIL

Room Set

The hotel staff needs to know how to set up your mini reunion room. Here are some examples of the set-ups.

Cocktail tables – for a mingling, and a social roaming reception.

Round tables of 8 or 10 – for lunch or dinner functions.

Conference – for board meetings; can be used for working lunch/dinner meetings

SchoolRoom Set – for a lecturing/teaching meeting (rows of tables and chairs facing the front of the room).

Theater Set – for a lecturing/teaching meeting (rows of chairs without the tables).

Choose Your Room Set:

Please Note: There is no room set up or meeting room rental.

☒ Cocktail Set ☐ Round Tables of 8 or 10 ☐ Conference
☐ School Room ☐ Theater

Number of Attendees 30 to 50

Food and Beverage

The hotel staff needs to plan for your food and beverage requirements at your mini reunion. A banquet menu for lunches, dinners, breaks, and beverages is attached. **When planning a menu for a sit down meal, please note: 1 salad/soup, entrée, and dessert must be chosen for the whole group. Exceptions are made for vegetarian and kosher entrees only.** Buffets are only available for groups of 50 or more (with the exception of the Cold Deli Lunch Buffet). There is a service charge for groups with fewer than 20 people. No outside food or beverage is permitted in the banquet rooms. The hotel is not equipped to handle last minute requests. Your food and beverage order must be complete prior to arrival. A guarantee of your attendees must be given to the hotel no later than 48 hours prior to the event. An 18% service charge and 7.25% tax will be added to all food and beverage prices.

Food & Beverage Requirements:

NONE

☐ Break only (i.e. coffee, cookies, soft drinks)
☐ Sit Down Lunch ☐ Buffet Lunch
☐ Sit Down Dinner ☐ Buffet Dinner
☐ Reception (hors d'oeuvres) ☐ No food & beverage needed

Audio/Visual Requirements

VHPA is paying for each group to have a Screen, Slide Projector, and TV/VCR in each mini reunion room. Please note them below if you need any or all of these.

☐ Screen ☐ Overhead Projector (\$35)
☒ VCR/TV Combo (20") ☐ CD or Tape Player (\$40)
☐ 35 mm Projector with remote ☐ White Board w/ markers (\$30)
☐ Flip Chart w/ markers (\$25) ☐ Power Fee (applicable fee of \$25, if using your own equipment)
Any Additional A/V Requirements _____