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*Guest Name / Program Name & Guest Arrival Date (if known)*

\_\_\_\_\_

*Hotel Name*

\_\_\_\_\_

*Hotel's Street Address*

\_\_\_\_\_

*Hotel's City, State and ZIP*

**Package** \_\_\_\_\_ **of** \_\_\_\_\_

**Re:** \_\_\_\_\_

*Convention Name / Program Event Name*

\_\_\_\_\_

*Name of Catering & Convention Service Manager Contact*