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RESERVED BANQUET TABLE PROCEDURE

2009 Georgia PTA Annual Convention and Leadership Training Banquet
Saturday, July 11, 2009
7:00 – 10:00 PM
Georgia International Convention Center

- The cost to reserve a banquet table is \$75.00. Each guest at the table must purchase a banquet ticket, \$55. See registration form.
- Deadline for reserving banquet tables is July 1, 2009
- Confirmation of receipt will be emailed within seven business days.
- Table Coordinator must confirm that all table guests have a banquet ticket prior to entering the dining hall.
- Retain a copy of completed form for your records and bring to convention.

RESERVED TABLE FORM

PTA Unit/Council Name _____

PTA Unit/Council ID# _____ PTA District # _____

Table Coordinator's Name _____

Table Coordinator's Email Address _____

Table Coordinator's Phone Number _____

Name to be placed on the reserved table signage _____

(Please inform all of those that will be seated at your table to look for this name)

_____ # of Reserved Tables @ \$75.00 each = \$ _____ **TOTAL AMOUNT ENCLOSED**

To reserve your banquet table now, send a copy of this form and \$75.00 per reserved table to:

Georgia PTA
114 Baker St, NE
Atlanta, GA 30308

This form must be submitted to the state office by July 1, 2009

- Evening attire suggested.
- Banquet tickets are non-refundable and will not be replaced if lost.
- Reserved tables will be located in a *Priority Seating* area of the ballroom.
- No one will be admitted to the banquet without a ticket.
- Banquet attendees do not have to be registered convention and leadership training delegates.
- Georgia PTA will not hold nor distribute individual tickets.