



**AAG**  
ASSOCIATION of  
AMERICAN GEOGRAPHERS

# GROUP EVENT REQUEST FORM

## 2010 Annual Meeting

April 12–18, 2010

Marriott Wardman Park • Washington, D.C.

All groups wishing to hold meetings, receptions, or special events in conjunction with the AAG 2010 Annual Meeting should complete this form and submit it to the AAG. The contact person listed below will then be notified by the AAG of the date, time, and location of the event. The AAG suggests reviewing the conference schedule prior to selecting your event date. Each group will be responsible for all fees for its event including food, beverage, labor, audio visual services, and decorations. All group events will be held at the Marriott Wardman Park Hotel or the Omni Shoreham Hotel. Space is available from April 12, 8:00am through April 18, 5:00pm.

Main Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip, Country \_\_\_\_\_

E-mail \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Date(s) you would like to hold event \_\_\_\_\_

Start/end time or duration of event \_\_\_\_\_

Number of guests expected \_\_\_\_\_

Room set-up:     Theatre     Classroom     Banquet (Rounds of 8-10)  
                     U-Shape     Reception     Conference     Hollow Square

Will this event be open to all AAG attendees?     Yes     No

Would you like your event listed in the conference program?     Yes (see below)     No

Published Event Title \_\_\_\_\_

*Once this form has been received by the AAG, you will be contacted regarding your room assignment and you will then be given hotel contact information, menus, and audio visual information.*

**SUBMISSION DEADLINE: January 8, 2010**

Questions? Call Linda Hachero @ 703-964-1240, x13 or  
e-mail: [Lhachero@conferencemanagers.com](mailto:Lhachero@conferencemanagers.com)