



The Association of American Geographers  
2005 Annual Meeting  
2-9 April 2005  
Adam's Mark Hotel  
Denver, CO

## GROUP RECEPTION INFORMATION FORM

All groups wishing to hold receptions at the 2005 AAG Annual Meeting should complete this form and submit it to AAG. Each group will be responsible for all fees for its event including food, beverage, labor, decoration, and space rental (if applicable). All events will be held in the Adam's Mark Denver.

Group Name \_\_\_\_\_

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

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

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

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

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

Date you would like to hold event \_\_\_\_\_

Start/End Time of Event \_\_\_\_\_

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

Will invitations be sent, or is the event open to all? (circle one)      Invitations      Open to all

**Once this form has been received by AAG, the AAG Conference Manager will contact you regarding your room assignment. You will be given the name of the hotel contact for making menu selections and payment arrangements.**

**FAX COMPLETED FORM TO 703-964-1246**  
**Questions? Call 703-964-1240 x15 or**  
**csiembieda@conferencemanagers.com**