



Old Dominion Chapter SGMP
Request to Host Awards Banquet
June 8, 2022

Responses due

January 27, 2022
5pm

We're excited to finally have our awards banquet again after a two year pandemic break!

Please provide the **cost** (approximately 30-40 people) for the following in your response by **January 27, 2022 to [Marilee Tretina](#)**

Prefer Richmond area.

Food and beverage:

- Reception/Cocktails (5:00 p.m.) Hors d'oeuvres. Bar.
- Dinner (5:30 p.m.)
- Proposed menu and cost. Need cost breakdown related to all fees.
- Chapter will provide outside wine/Need to know corkage fee

Space

- One room for Board meeting @ 2:00 p.m. (board style for 12-15)
- One room for meeting @ 4:00 p.m. (theater style for 45)
- Reception @ 5:00 p.m.
- One room for dinner @ 5:30 p.m. (rounds for 45 with space for 10 silent auction tables around perimeter)
 - Podium & microphone required in meeting room and banquet room
- Table for registration (2 chairs)

Other

- Parking – Free or reduced rate
- Sleeping room accommodations before and after the meeting date – Will they be available at the same rate?

Concessions to consider

- Reception food and bar comped
- GSA per diem rate for dinner
- Comped meeting rooms
- Free parking

Please respond to Marilee Tretina by 5 p.m. on Thursday, January 27, 2022

marilee.tretina@deq.virginia.gov

If you have questions, call Marilee Tretina at (804) 839-8227