

LEON VALLEY AREA CHAMBER OF COMMERCE

P.O. Box 380193
LEON VALLEY, TX 78268
WWW.LEONVALLEYAREACHAMBER.ORG

SUBJECT: HOSTING LUNCHEON FOR THE LEON VALLEY AREA
CHAMBER OF COMMERCE

Thank you for your interest in providing the Leon Valley Area Chamber of Commerce a location to hold our monthly Business Networking Luncheon. Providing and/or hosting a meeting place for the business leaders of the Leon Valley area is very much appreciated, and is a "win-win" for both your place of business and the Chamber.

Please complete and return the information below. This will assist the Chamber Directors' in deciding on our upcoming meeting places. Our meetings are typically held on the third Wednesday of each month. The reservation time of the banquet or conference room is from 11:00 a.m. to 2:00 p.m.

Please complete the information below: Place an "X" next to the month(s) your establishment would like to host our luncheon during the current year. Please Print:

3rd Wednesday of each month: 2015

	Date		Date
	January		February
	March		April
	May		June
	July		August
	September		October
	November		December

Restaurant/Meeting Location: _____

Manager/Contact Person: _____

Phone: _____ Extension: _____

Address of Location: _____

City/State/Zip: _____

Email address: _____

Is there a separate banquet or conference room? Yes No
Is it enclosed or separated from other rooms? Yes No
May we use electrical outlets for our meeting(s): Yes No

Is there any equipment that this location will provide for our meeting?

Laptop Projector Screen Podium Microphone

Is there an additional charge for use of audio/visual equipment? Yes No

Are you able to provide a vegetarian menu option Yes No

In the interest of keeping our costs as low as possible for our non-profit organization would you be willing to provide the meal at no charge? Yes No

or keeping cost as minimal as possible- please provide a charge per plate (please include tax, gratuity, and a drink) \$_____ per plate.

Signed: _____ Title: _____ Date: _____

Please attach a menu that you will provide for our mutual guests, and fill out the information completely. Then either e-mail your reply to: JoeMaldonado@solmediagroups.com or fax to: (210) 256-2402.

Once again, thank you for the helping the business community of the Leon Valley area. Should you have any questions, please contact Joe Maldonado at (210) 722-1075.

Sincerely,

Program Chair
Leon Valley Area Chamber of Commerce

For Chamber office use only:

Accepted by: _____

Title: _____

Meeting date approved for: _____

Returned call to manager/contact person to confirm meeting date:

Received copy of Meeting Menu Yes No

Follow up date to get menu: _____

Confirmed availability of audio visual equipment: _____
date confirmed

Laptop Projector Screen Podium Microphone