

2011 Banquet Seating

2011: For A/TA Nashville, we will continue to rely on our proven use of chapter/unit/group/exhibitor points of contact (POC) to manage the banquet reservation process.

- A/TA Banquet Reservations staff will coordinate with the POCs to make sure we have the exact reservations you request.
- We also will continue to receive individual banquet reservations to allow those individuals not affiliated with a chapter/unit/group/exhibitor to sign up.
- Please make sure you first register for the convention; then, make your seating reservations known individually to the banquet reservation team (see below) or through your respective POC.
- A/TA annual events continue to push the capacity of our banquet seating. To service all A/TA attendees who want to attend the banquet we are establishing ROE to maximize service to all.
- We will continue to use seating cut-off dates as key to this process.
- Each chapter/unit/group/exhibitor will initially be limited on how many seats can be reserved based on the previous year's attendance.
- We will provide each unit POC their reservations limitation before banquet reservations begin, 30 July (see A/TA website).

Pre-Convention:

- We will start taking seating block/individual banquet reservation requests 30 July. The Banquet Seating Request Form, <http://atalink.org/Forms/2011SeatingRequest.xls> should be used by all.
- Units/chapters should submit through their unit/chapter representative/POC.
- Individuals/groups not associated with a unit or chapter should submit banquet reservations to the banquet reservation team at banquet@atalink.org.
- Unit POCs will be expected to manage actual seating distribution within his/her unit block of tables prior to the convention, and keep the banquet reservation team updated as changes occur.
- NLT 1 Sept: Provide the Unit/Chapter/Exhibitor/Individual POCs to the Banquet Reservations staff at banquet@atalink.org.
- The cutoff for reserved-banquet seating, prior to onsite reservations, will be 1700 Sunday, 30 Oct.
- Exhibitors please review Exhibitor Package: http://atalink.org/ExhibitPkg/A3-VIPSeating_2011.doc
- 1 Oct 10: Number of Seat requests due. Organizations will submit the number of seats they require. This is a contractual deadline between the association and our banquet caterer.

Onsite

- Confirm your banquet to keep/get a reserved seat.
WARNING: Those who have paid but do not confirm banquet reservations may be relegated to open seating.
 - Individuals:
Check the master reservation list (posted near banquet reservations) to make sure your name is on the list.
 - Banquet POCs:
Check the master reservation listing to ensure there are no duplications or omissions in your group. Make sure all seats you submit in the reservation for your group has a paid A/TA registration. Without it, that individual will be "bumped" from the chapter/unit/group/exhibitor seating request.
- All banquet POCs must submit an electronic copy of the final seat assignments to the banquet reservations booth. Please provide your seating data in EXCEL format. Either email your final seating assignment to the banquet committee or bring a CD to the banquet seating booth at the event NLT 3 PM on Friday. If you know of any substitutions, please highlight those people on the spreadsheet and put next to them who they are replacing. Failure to submit names to the banquet committee will result in loss of seating assignments.
 - We will use these submitted lists to print seating assignments on Saturday, 5 Nov.

** For any questions or concerns contact Keith Traster at: (817) 614-2588 or banquet@atalink.org

- We expect to be able to take limited on-site banquet reservations at Nashville and will close out banquet reservations by 3 PM Friday, 4 Nov. As in past years, we will take each POC's update (for substitutions only) on-site until COB Friday.

NOTES for ALL

- There will be open seating to accommodate those who register late, and that open seating will be designated on seating charts available at the banquet reservations area in Orlando.
- All banquet attendees must sign up for the banquet by 3 pm on Fri or they will not be guaranteed a reserved seat, as seating this year is limited due to banquet room size.

On-site Timeline:

- **3 Nov 2011, Thursday:** Unit POC's submit their seating chart (with names) to the Banquet Reservations booth.
 - All submitted names must have a registration confirmation number (supplied at registration).
 - If a unit's requested number of seats (from 1 Oct) is not full then the banquet committee will allocate the remaining seats. This determines each unit's final seat count for the banquet.
 - Any names submitted after this date will be seated in the "free-flow" seating area.
 - *NOTE: After this date we cannot guarantee you will be seated with your Chapter or Organization.
- **4 Nov 2011, Friday:** All banquet POCs must submit an electronic copy of the final seat assignments to the banquet committee.
 - Provide the data in excel format. Either: 1) email your final seating assignment to banquet reservations; or 2) bring a CD to the banquet seating reservations booth at the event NLT 3 pm on Fri and we will download your information.
 - If you know of any substitutions please highlight those people on the spreadsheet and put next to them who they are replacing.
 - We will use this submitted list to print seating assignments on Saturday, 5 Nov. Banquet seating reservation cut-off is 3 pm Friday.
- **5 Nov 2011, Saturday:** Seating assignments will be posted near the registration desk by 1000 Sat and at the banquet hall before the banquet.
 - Seating assignments will be the responsibility of each POC.
 - Units/exhibitors will be assigned blocks of tables where possible.
 - People who register onsite will be seated in the "free flow" seating area as long as seats remain available.
 - For individual attendees remember the priority.

→ **WARNING:** Due to a limit on this year's banquet seating, reservations will be complete at 3pm Friday

Award Winners: will be seated as a group with only one spouse/guest. Additional special guests and family may be seated at tables nearby. Each Award Winner should first put their request in the remarks portion of their registration form, and then check with the Banquet Seating team to ensure their request is understood.

Exhibitors please review [Exhibitor Package](#) and the [VIP seating request form](#).

Remember the priority: First register and then additionally confirm your reservation onsite at the convention banquet booth NLT 3 PM, Friday.

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