

# Aurora COOP Corporate Office Event Sheet

EVENT DATE(S): September 29, 2022	ARRIVAL TIME:
CONTACT PERSON: Sara May	PHONE: 402-694-7726
EMAIL:	FAX:

EVENT TYPE:  DAY MEETING W/ FOOD      SNACK:  AM  PM  NONE  
 DAY MEETING      MEAL:  YES  NO

LOCATION:  TLC      ROOM: Mather East  
 AURORA COOP

EXPECTED ATTENDANCE: MIN: \_\_\_\_\_ MAX: 42 CONTRACTED #: \_\_\_\_\_

AM SNACK	
CHOICE: Beverage station	TIME SERVED on entire time
WHERE:	# OF PEOPLE 42
NOTES: The meeting has been organized by Sara May for Sam Larson	

LUNCH	
CHOICE: Hearty lunch	TIME SERVED Noom
WHERE: Mather	# OF PEOPLE 42
NOTES: Agronomy department, mostly men	

PM SNACK	
CHOICE: Sweet Treat	TIME SERVED 2:00
WHERE: Meeting room	# OF PEOPLE 42
NOTES: Meeting room must accomodate at least 42 people, classroom...no more than 2 guys to a table. Flip chart/markers/tape, screen, presenter's table, snack table	

Diertary Needs	
Name: _____	Need: _____
Name: _____	Need: _____
Name: _____	Need: _____