

MEETING NOTICE FORM

InfoFile-February, 13

Complete and mail to the AAAA National Office at the address appearing below.

Chapter _____ Submission Date _____
Submitter's Name _____ Phone Number _____

TYPE OF MEETING (Check one):

- Professional-Social Business-Social Professional-Business General Membership
 Athletic Event* OTHER* _____

* See AAAA INFO FILE for information on Insurance

WHERE HELD? (Officer's Club, etc.):

(Map and/or directions? Use reverse side!)

Exact Name of Building: _____
Exact Name of Room: _____

WHEN HELD?

Day of Week: _____ Date: _____
Time _____ Time for Cocktails? _____
Time for Meal _____ Time for Program? _____

PROGRAM:

Speaker's Name (and Rank): _____
Speaker's Title & Unit (or Firm): _____
Topic of Presentation: _____
Other Information: _____

REFRESHMENT/MEAL INFORMATION:

Cost: _____ Pay-as-you-go Refreshments Free Refreshments
 Pay-as-you-go Cash Bar Open (Free) Bar

MENU/REFRESHMENTS AVAILABLE: _____

DRESS (optional): _____

Reservations accepted? **RSVP by what date?** _____

POINT(S) OF CONTACT?

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

AAAA Members only Members & Guests Invited

NOTE: If a Chapter election is to be held, the meeting must be for AAAA members only.

OTHER INFORMATION FOR NOTICE: _____

This draft meeting notice MUST be received at AAAA National Headquarters postmarked AT LEAST thirty (30) days in advance of meeting date for the Chapter to be eligible for its bonus. Meeting notices received less than fourteen (14) days before meeting cannot be accepted and/or mailed.