

Friday, November 10, 2023

7:00 PM- 9:00 PM

Informal Gathering

Marriott Marquis Washington, DC Hotel: Magnolia

Function Type: Reception

Estimated Attendance: 45

Room Set: Reception

Billing Group: SfN Master

Meeting Planner: Jennifer Gross

Post: Yes

Cost Center: A-MO200-A702-UR

Contacts

Contact: Stephanie Schlueter

Logistics

General Notes - Vendor - Other

Ready By:

Friday, November 10, 2023 @ 6:45 PM

Note

SfN has contracted a guitar player to perform background music.

Setup - Marriott Marquis DC

Ready By:

Friday, November 10, 2023 @ 12:00 PM

Note

VIP Event

Set Reception Style with high and low cocktail rounds. Ensure plenty of seating.

Please use black linens and votives, if possible.

(1) Easel at room entrance

Food And Beverage - Marriott Marquis DC

Ready By:

Friday, November 10, 2023 @ 6:30 PM

Note

VIP Event

Serve food beginning at 6:45 pm

LOCAL & DOMESTIC CHEESE DISPLAY for (20) @ \$28++ per Person
Chapels Creamery Talbot Reserve, Goat Cheese, Soft Ripened Cheese ,
Lyon Bakery Lavash, Honeycomb, Spiced Nuts (gf) (v)

VEGETABLE DISPLAY for (20) @ \$23++ per Person
Two Seasonal Raw, Two Pickled, Two Roasted, Curried Carrot Dip,
Traditional Hummus (vegan)

SUSHI DISPLAY for (60) @ \$29++ per Person
Traditional Sushi Rolls and Nigiri, Wasabi, Pickled Ginger, Soy Sauce,
Seaweed Salad

CEDAR ROASTED SALMON CARVING STATION for (35) @ \$33++
per Person
Potato & Cress Salad (gf) (vegan), Lemon Vinaigrette (gf) (vegan),
Flatbread Crackers, Chilled Brussels Sprouts & Grape Salad (gf) (vegan)

FAR EAST CHESAPEAKE STATION for (35) @ \$33++ per Person

Maryland Style Crab Fried Rice
Duck Ravioli
Shrimp & Pork Shumai
Edamame Vegetable Dumpling
Black Vinegar
Sweet Chili Sauce
Soy Sauce
Fortune Cookies

MIDDLE EAST PITA STATION for (35) @ \$31++ per Person

Lamb Pita Bar "Shawarma Style"
Tabouli, Pickled Beet (vegan)
Feta Cheese (gf)
Accompaniments: Tatziki, Mint and Cucumber, Spiced Falafel, Hummus (vegan)

MINI DESSERT STATION for (20) @ \$23++ per Person

Crème Brûlée
Tiramisu | Chocolate Cup
Carrot Cakes

Hosted Bar Charged on Consumption

Top Shelf Wine by the Glass @ \$16.00++ each
Domestic Light & Premium Beer @ \$11.00++ per serving
Imported, Craft & Regional Beer @ \$12.00++ per serving
Angry Orchard Hard Cider @ \$11.00++ per bottle
Still Water @ \$7.00++ per serving
Sparkling Water @ \$7.00++ per serving
Soda @ \$7.00++ per serving

Note: All sauces, dressings and mayo on the side.

All prices are subject to 26% service charge and SfN is tax exempt in the District.

OCTOBER 9 UPDATE

PLEASE INCREASE THE VEGETABLE DISPLAY TO (25)

PLEASE INCREASE CHEESE DISPLAY TO (25)

PLEASE INCREASE THE DESSERT STATIONS TO (25)

Sunday, November 12, 2023- Tuesday, November 14, 2023

7:00 AM- 6:00 PM

Alzheimer's Association Staff Meeting Room

Marriott Marquis Washington, DC Hotel: Judiciary Square

Function Type: Satellite
Estimated Attendance: 12

Billing Group: Bill Organizer Directly
Meeting Planner: Sharon Bowles
Post: Yes

Contacts

Contact: Sharon Bowles

Alt Contact: Jamie Young
Organizer Email: jlyoung@alz.org

Logistics

General Notes - SfN

Ready By:
Sunday, November 12, 2023 @ 6:00 AM

Note

OCT 13 UPDATE
MOVED ALZH ASSOC STAFF OFFICE FROM MARRIOTT SALON 15
TO JUDICIARY SQUARE

Satellite organizer to work directly with hotel event manager in finalizing event logistics and will contract with hotel for all requested services.

Monday, November 13, 2023

11:15 AM- 12:45 PM

Past Presidents Luncheon

Marriott Marquis Washington, DC Hotel: Catholic University, University of DC

Function Type: Meeting
Estimated Attendance: 35
Room Set: As Set

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: A-OV200-A140-UR

Contacts

Contact: Stephanie Schlueter

Logistics

General Notes - SfN

Ready By: Note
Monday, November 13, 2023 @ 10:15 AM As set on Friday, November 10

Audio/Visual - Atlantic Images & Sound - AV

Ready By: Note
Monday, November 13, 2023 @ 10:00 AM (17) Push to talk table microphones
A sound operator is required from 10:45am - 12:45pm.

Food And Beverage - Marriott Marquis DC

Ready By: Note
Monday, November 13, 2023 @ 11:00 AM VIP Event - China Service
Please use linens to drape the tops of tables for this event

Plated Lunch @ \$62.00++ per person
- Curry Cauliflower Soup (GF, V)
- Olli Salumeria Toscano Salad with Baby Greens, Pickled Fennel, Grilled Parmesan Sourdough, and Pickled Gardenia Vegetables (GF, V)
- Rosemary Seared Chicken with Lemon, Couscous, Sundried Tomato, and Spiced Heirloom Cauliflower
- Apple Tart with Salted Caramel Cream, Roasted Apple, and Brown Butter Crumble

Campo Di Fiori, Pinot Grigio @ \$58.00++ per bottle
Line 39, Pinot Noir @ \$62.00++ per bottle
Angry Orchard Hard Cider @ \$11.00++ per bottle

Assorted Soft Drinks @ \$7.00++ each, charged on consumption.
Chilled Bottled Water @ \$7.00++ each, charged on consumption.

All prices subject to 26% service charge & SfN is tax exempt in the District.

OCTOBER 9 UPDATE:

PLEASE CANCEL THE SOUP

Thursday, November 16, 2023

8:30 AM- 12:00 PM

Council Meeting

Marriott Marquis Washington, DC Hotel: Catholic University, University of DC

Function Type: Meeting
Estimated Attendance: 37
Set For: 38
Room Set: As Set

Billing Group: SfN Master
Meeting Planner: Jennifer Gross
Post: Yes
Cost Center: A-OV200-M851-UR

Contacts

Contact: Stephanie Schlueter

Logistics

General Notes - SfN

Ready By: Note
Thursday, November 16, 2023 @ 6:00 AM As set from Wednesday November 15

Audio/Visual - Atlantic Images & Sound - AV

Ready By: Note
Thursday, November 16, 2023 @ 6:00 AM As set from Wednesday November 15

A sound operator is required from 8:15am - 12:00 pm.

Food And Beverage - Marriott Marquis DC

Ready By: Note
Thursday, November 16, 2023 @ 7:30 AM

Beverage Service - ready at 7:30 am
To remain set for the entire meeting and refreshed as necessary
Assorted Soft Drinks @ \$7.00++ each, charged on consumption.
Chilled Bottled Water @ \$7.00++ each, charged on consumption.
Flavored Sparkling Waters @ \$7.00++ each, charged on consumption.

Coffee, Decaf, and Tea Service @ \$135.00++ per gallon
Please check with onsite contact before refreshing Coffee or Tea

Breakfast - ready at 8:00 am
ESSENTIAL BREAKFAST BUFFET @ \$54++ per Person
Juices
Seasonal Fruits (gf) (vegan)
Baked Goods (v)
Steel Cut Oatmeal (vegan)
Brown Sugar, Nuts, Berries, Dried Fruits (v)
Cage Free Scrambled Eggs (gf)
Pecan Wood Smoked Bacon (gf)
Spiced Chicken Sausage (gf)
Mixed Breakfast Potatoes (gf) (v)
Assorted Chobani Greek Yogurts | House Made Granola (gf)
Fresh Brewed Coffee | Decaf | Tazo Tea

Note: All sauces, dressings and mayo on the side.

Lunch- ready at 11:30 am

TO-GO LUNCH @ \$56++ per Person

Vegan Salad - Mixed Greens with Grape Tomatoes, Carrots, Cucumber, Red Onion, and Black Olives with Italian Vinaigrette

Turkey Wrap - Apple Cranberry Compote, Greens, Roma Tomatoes & Whole Grain Mustard Aioli in a Whole Wheat Tortilla

Vegan Primavera Sandwich - Grilled Eggplant, Peppers, Onions & Zucchini with Herbed White Bean Puree on a Ciabatta Roll

Roast Beef & Cheddar with Lettuce, Tomato & Horseradish Sauce on a Roll

Brownies

Whole Fruit

Chips

All prices are subject to 26% service charge and Sfn is tax exempt in the District.

Ready By:

Thursday, November 16, 2023 @ 11:30 AM

Note

OCTOBER 11 UPDATE:

PLEASE CHANGE THE LUNCH MENU TO:

Union Market Deli Buffet @ \$65.00++ per person

Daily Crafted Soup

Mixed Greens with Bacon, Cherry Tomatoes, Shaved Heirloom Carrots, Citrus Vinaigrette or Creamy Balsamic Dressing (gf, vegan)

Chopped Romaine, Shaved Parmesan, Garlic Croutons, House Made Lemon Caesar

BLT Pasta Salad - Watercress, Tomatoes, Smoked Bacon, Orzo

Garlic Roasted Chicken Salad (gf)

Hand Carved Meats | Honey Ham | Shaved Turkey | Artisanal Salami and Coppa (gf)

Sliced Cheddar | Provolone | Swiss | Pepper Jack (gf, v)

Assorted Lyon Bakery Breads

Leafy Greens | Sliced Tomato | Red Onions | Mustards and Spreads

Assorted Route "11" Potato Chips (gf)

Assorted Cookies & Brownies

NOTE: Please have "to-go" boxes ready for those with early flights.