

The Welsh National Gymanfa Ganu Association, Inc.

FOUNDED 1929

FAX TRANSMISSION FORM

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DATE: May 8, 1997 ^{MAILED} ^{FXD}

TO: Arline Barsamian David Williams

FROM: NELSON L. LLEWELLYN, EXECUTIVE DIRECTOR

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MESSAGE

You will both receive a fax.

Will you please let me know as soon as possible:

Location of each meeting; ie room number, room name, floor for meetings listed on page 2.

Also same for Friday 7:30am round table breakfast for Welsh Associated Organizations.

National sponsors the breakfast, arranges with caterer, pays the bill and sends out invitations. Approximately 75 people.

Diolch!



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MEETING ROOMS AND FACILITIES REQUIRED FOR GYMANFA WEEKEND

FRIDAY AM
9:00to12:00

EXECUTIVE COMMITTEE MEETING

Room large enough to accommodate 6 to 8 People.
Long Table and Chairs to suit.
Pitchers of Water and Glasses.

FRIDAY PM
2:00to4:30

BOARD MEETING

Table arrangement for 30 People, hollow or solid square depending on shape and size of room.
Chairs, Pitchers of Water, Glasses, Easel with Pad or Chalk Board.

SATURDAY AM
9:00to12:00

ANNUAL MEMBERSHIP MEETING

Room should be ready by 8:15 for Credentials Comm.
Raised Placement of Head Table for 6 people with centered Podium and Microphone, Water Pitchers & Glasses.

Chairs Seating Theater Style with Center Isle for 125 to 150 People.

Table 8ft and 4 Chairs at Entry Door for Credentials Committee.

Easel and Pad or Chalk Board Placed in Front near end of Head Table.

Floor Microphone, Position in Aisle, Mid-Way front to back.

Table with Pitchers of Water and Glasses.

SATURDAY PM
2:00to4:30

COMMITTEE MEETINGS

Room with Table and Chairs for 10 to 15 People.
Pitchers of Water and Glasses.

SUNDAY AM
7:30to10:00

BOARD MEETING

Table Arrangement for 30 People, hollow or solid square depending on shape and size of room.
Chairs, Pitchers of Water, Glasses, Easel with Pad or Chalk Board.

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