

Buffalo

NOTES

DO'S & WANT'S

- DATE MOST OF GROUP WILL ARRIVE, *****FRIDAY
- DATE MOST OF GROUP WILL DEPART ***** MONDAY.
- RESTAURANTS NEARBY ?
- IS THE FACILITIES & ROOMS CLEAN & ATTRACTIVE.
- ALL ROOMS AIR CONDITIONED ?
- APPROXIMATE ROOMS NEEDED, *****600 TO 700.
- SUITABLE PARKING AVAILABLE, ***** YES.
- CONFERENCE ~~KIT~~ OR MEETING KITS READY ?
- ~~EASEL BOARDS & CHALK IN MEETING ROOMS~~
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- EVENTS LISTED ON "ANNOUNCEMENTS OF THE DAY" BULLETER BOARD IN LOBBY,
- MEETING ROOMS CHECKED AS TO SIZE, FREE FROM NOISE & SET UP.
- AVAILABILITY OF ASH TRAYS, PENCILS, PADS, ETC?
- PUBLIC ADDRESS SYSTEM WORKING ?
- LECTERNS IN ALL ROOMS?
- ICE WATER & GLASSES.
- PIANO IN ANNUAL MEETING ROOM ?

Balcony's is out for Singing
 Registration desk. must Be Manned
 at all times