

Embassy Suites Hotel at the Chevy Chase Pavilion

4300 Military Road, NW, Washington, DC 20015

Phone: 202-362-9300 • Fax: 202-686-3405

EO#: 11562

Page: 1 of 1

Printed: 10/4/2017

Banquet Event Order

Account: National Association of State Student Grant and Aid Programs Post As: Association of State Student Grant and Aid Programs October Address: 917 Lakeridge Way PO Box 43430 Olympia, WA 98504	Event Date: Tuesday, October 24, 2017 Contact: Ms. Clantha McCurdy Phone: 617-391-6098 Email Address: cmccurdy@osfa.mass.edu On-site Contact: Ms. Clantha McCurdy Phone: 617-391-6098
Deposit Rcvd: \$0.00	Booked By: Anthony Scarnecchia Catering Manager: Melissa Vine

Date	Time	Function	Room	Setup	AGR	GTD	SET	Rental
Tue, Oct 24	8:00 AM - 5:00 PM	EC Meeting	Newlands Boardroom	Existing	16			
Tue, Oct 24	11:30 AM - 1:30 PM	Lunch - Buffet	Foyer	Beverage/Coffee Station	12			



Food	Room Setup
<p>11:30 AM - 1:30 PM Foyer</p> <p style="text-align: center;">Sliced & Stacked Serve Time: 12:00 PM to: 1:00 PM Warm Dinner Rolls Broccoli & Cheddar Soup Pasta Salad Potato Salad Tossed Garden Green Salad Roasted Turkey, Virginia Ham, Roast Beef and Corned Beef Cheddar, Provolone and Muenster Cheese Freshly Baked Breads Assorted Dessert Bars Freshly Brewed Regular and Decaffeinated Coffee, Selection of Herbal Teas and Iced Tea 12 People @ \$42.95 per person</p> <p style="text-align: center;">Beverage</p>	<p>8:00 AM - 5:00 PM Newlands Boardroom</p> <p>Room will be in use from 11-3:30 pm Water Station set inside the room Water Pitchers and Glasses, Mints, Pads of Paper, and Pens Registration Table- Welcome bags provided by client 1 (2) 6 ft table with (2) chairs for the registration table</p> <p>11:30 AM - 1:30 PM Foyer</p> <p>1 Buffet table set up outside the room</p> <p style="text-align: center;">Audio/Visual</p> <p>8:00 AM - 5:00 PM Newlands Boardroom</p> <p>Wi-fi Complimentary</p> <p style="text-align: center;">Billing</p>

The final guaranteed number of guests is due 3 business days prior to the day of the function. Should the final guarantee not be received 3 business days prior to the day of the function, the agreed upon number of guests will be considered final and cannot be decreased.

The hotel reserves the right to relocate your function(s) to another room. The hotel will make every effort to contact the client in advance should this be the case.

Applicable service charge and DC sales tax will be added to all charges.

No outside food or beverage may be brought in by the client without prior approval of the hotel.

 Organization Authorized Signature	10/5/2017 Date	 Hotel Representative	10/5/17 Date
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Embassy Suites Hotel at the Chevy Chase Pavilion

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Check #: 11562-1

Page: 1 of 1

Created: 10/4/2017

Estimate of Charges

Account:	National Association of State Student Grant and Aid Programs	Event Date:	Tuesday, October 24, 2017
Post As:	Association of State Student Grant and Aid Programs	Responsible Party:	Ms. Clantha McCurdy
Event Order Name:	Association of State Student Grant and Aid Programs	Phone:	617-391-6098
Account Address:	917 Lakeridge Way PO Box 43430	Email:	cmccurdy@osfa.mass.edu
Revenue Type	BQTS	Catering Manager:	Melissa Vine

Day/Date	Time	Room	Classification	Setup	Est.	Actual
Tuesday, October 24, 2017	8:00 AM	Newlands Boardroom	Meeting	Existing		
Tuesday, October 24, 2017	11:30 AM	Foyer	Lunch - Buffet	Beverage/Coffee Station		

MO	Food	Exclusive Price	
12	Sliced & Stacked	42.95	515.40
			515.40
	Service Charge	24.00%	123.70
	Sales Tax <input type="checkbox"/>	10.00%	63.91
			703.01

Totals			
	Total Menu/Item/Rental		515.40
	Total Service Charge	24.00%	123.70
	Total Sales Tax	10.00%	63.91
	Total Resource Tax	5.75%	0.00
	Total Check		703.01
		Amount Due:	703.01



 Clerk Signature

Administrative Charges and Gratuities may apply to the non-discounted price
 ☐ Tax applies to Gratuity

Embassy Suites Hotel at the Chevy Chase Pavilion

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Banquet Event Order

EO#: 11565

Page: 1 of 1

Printed: 10/4/2017

Account: National Association of State Student Grant and Aid Programs Post As: Association of State Student Grant and Aid Programs October Address: 917 Lakeridge Way PO Box 43430 Olympia, WA 98504	Event Date: Tuesday, October 24, 2017 Contact: Ms. Clantha McCurdy Phone: 617-391-6098 Email Address: cmccurdy@osfa.mass.edu On-site Contact: Ms. Clantha McCurdy Phone: 617-391-6098
Deposit Rcvd: \$0.00	Booked By: Anthony Scarnecchia Catering Manager: Melissa Vine

Date	Time	Function	Room	Setup	AGR	GTD	SET	Rental
Tue, Oct 24	6:00 PM - 9:00 PM	President's Welcome Reception	Mezzanine	Rounds of 8	35			

Food	Room Setup
<p>6:00 PM - 9:00 PM Mezzanine</p> <p style="text-align: center;">Pasta Station Serve Time: 6:00 PM to 8:00 PM Penne & Rigatoni Pastas Basil Marinara, Alfredo & Pesto Italian Sausage & Chicken Broccoli, Sun-Dried Tomatoes, Fresh Spinach & Parmesan Cheese 45 People @ \$15.95 Per Person</p> <p style="text-align: center;">Two-Hour Standard Full Bar Serve Time: 6:00 PM to 9:00 PM Assorted Soft Drinks & Bottled Water 45 People @ \$25.00 Per Person ***PASSED****</p> <p>3 Chilled Jumbo Shrimp with Cocktail Sauce @ \$48.00 per Dozen 3 Southwester Roasted Vegetable Filo Purse @ \$34.00 per Dozen 3 Chicken Thai Spring Rolls with Red Chili Sauce @ \$38.00 per Dozen ***DISPLAY***</p> <p>4 Barbeque Beef with Sweet Potato Mash @ \$50.00 per Dozen 2 Fresh Vegetable Crudite @ \$85.00 per Platter 1 Cheese Display @ \$115.00 per Platter</p> <p style="text-align: center;">Beverage:</p> <p>6:00 PM - 9:00 PM Mezzanine</p> <p style="text-align: center;">Two-Hour Standard Full Bar Serve Time: 6:00 PM to 9:00 PM House Red & White Wine Domestic & Premium Beer Standard Cocktails 45 People @ \$25.00 Per Person</p>	<p>6:00 PM - 9:00 PM Mezzanine</p> <p>6 Rounds of 8 people 5 High Boys with floor length Ivory Tablecloths 1 Registration Table with (2) chair in Mezzanine facing towards the entrance on Corner Need Sign for Event (CSM will make)</p> <p style="text-align: center;">Audio/Visual</p> <p style="text-align: center;">Billing</p> <p>6:00 PM - 9:00 PM Mezzanine</p> <p>Attendant Fee @ \$75.00 Per Attendant</p>

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Applicable service charge and DC sales tax will be added to all charges.

No outside food or beverage may be brought in by the client without prior approval of the hotel.

Guylf Sauphan
 Organization Authorized Signature

10/5/17
 Date

Michelle
 Hotel Representative

10/5/17
 Date

Embassy Suites Hotel at the Chevy Chase Pavilion

4300 Military Road, NW, Washington, DC, 20015
Phone: 202-362-9300 Fax: 202-686-3405

Check #: 11565-1

Page: 1 of 2

Created: 10/4/2017

Estimate of Charges

Account:	National Association of State Student Grant and Aid Programs	Event Date:	Tuesday, October 24, 2017
Post As:	Association of State Student Grant and Aid Programs October	Responsible Party:	Ms. Clantha McCurdy
Event Order Name:	Association of State Student Grant and Aid Programs October	Phone:	617-391-6098
Account Address:	917 Lakertidge Way PO Box 43430 Olympia, WA 98504 US	Email:	cmccurdy@osfa.mass.edu
Revenue Type	BQTS	Catering Manager:	Melissa Vine

Day/Date	Time	Room	Classification	Setup	Qty	Actual
Tuesday, October 24, 2017	6:00 PM	Mezzanine	Reception Medium	Rounds of 8		

NO	Description	Estimated Price	Actual
4	Barbeque Beef with Sweet Potato Mash	50.00	200.00
3	Chilled Jumbo Shrimp with Cocktail Sauce	48.00	144.00
3	Southwester Roasted Vegetable Filo Purse	34.00	102.00
3	Chicken Thai Spring Rolls with Red Chill Sauce	38.00	114.00
2	Fresh Vegetable Crudite	85.00	170.00
1	Cheese Display	115.00	115.00
			845.00
	Service Charge	24.00%	202.80
	Sales Tax ☐	10.00%	104.78
			1152.58

NO	Resource	Estimated Price	Actual
1	Attendant Fee	75.00	75.00
			75.00
	Service Charge	24.00%	18.00
	Resource Tax ☐	5.75%	5.35
			98.35

NO	Other	Estimated Price	Actual
45	Pasta Station	15.95	717.75
45	Two-Hour Standard Full Bar	25.00	1125.00
			1842.75
	Service Charge	24.00%	442.26
	Sales Tax ☐	10.00%	228.50
			2513.51

Totals			
	Total Menu/Item/Rental		2762.75
	Total Service Charge	24.00%	663.06
	Total Sales Tax	10.00%	333.28
	Total Resource Tax	5.75%	5.35


Client Signature

Administrative Charges and Gratuities may apply to the non-accounted price
☐ Tax applies to Gratuity

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Check #: 11565-1

Page: 2 of 2

Created: 10/4/2017

Estimate of Charges

Total Check	5764.44
Amount Due:	5764.44

Client Signature

Administrative Charges and Gratuities may apply to the non-discounted price

Tax applies to Gratuity

Embassy Suites Hotel at the Chevy Chase Pavilion

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EO#: 11566

Page: 1 of 1

Banquet Event Order

Printed: 10/4/2017

Account: National Association of State Student Grant and Aid Programs Post As: Association of State Student Grant and Aid Programs October Address: 917 Lakeridge Way PO Box 43430 Olympia, WA 98504	Event Date: Wednesday, October 25, 2017 Contact: Ms. Clantha McCurdy Phone: 617-391-6098 Email Address: cmccurdy@osfa.mass.edu On-site Contact: Ms. Clantha McCurdy Phone: 617-391-6098 Booked By: Anthony Scarnecchia Catering Manager: Melissa Vine
Deposit Rcvd: \$0.00	

Date	Time	Function	Room	Setup	AGR	GTD	SET	Rental
Wed, Oct 25	7:45 AM - 5:00 PM	Meeting	Chevy Chase Ballroom	Classroom 3 per 6 ft	50			\$750.00
Wed, Oct 25	10:00 AM - 10:30 AM	Break	Chevy Chase Ballroom	Classroom	50			
Wed, Oct 25	3:30 PM - 4:00 PM	Break	Chevy Chase Ballroom	Classroom	50			

Food	Room Setup
<p>7:45 AM - 5:00 PM Chevy Chase Ballroom</p> <p style="text-align: center;">Easy & Essential Serve Time: 7:45 AM to 5:00 PM Fresh Brewed Regular and Decaffeinated Coffee, Selection of Herbal Teas and Hot Chocolate 45 People @ \$69.95 Per Person</p> <p>10:00 AM - 10:30 AM Chevy Chase Ballroom</p> <p style="text-align: center;">Quick & Classic Continental Serve Time: 10:00 AM to 10:30 AM Assorted Muffins, Bagels, and Danishes Cream Cheeses, Jelly, and Butter Sliced Seasonal Fresh Fruit Display Assorted Fruit Yogurt Cups Freshly Brewed Regular and Decaffeinated Coffee Selection of Herbal Teas and Hot Chocolate Selection of Fresh Fruit Juices</p> <p>3:30 PM - 4:00 PM Chevy Chase Ballroom</p> <p style="text-align: center;">Crunch & Munch Serve Time: 3:30 PM to 4:00 PM Apple Slices with Caramel, Peanut Butter, and Yogurt Freshly Baked Cookies, Brownies, and Blondies Assorted Cheese Cubes with Crackers and Fresh Grapes Assorted Bags of Pretzels, Chips, and Popcorn Fresh Brewed Regular and Decaffeinated Coffee, Selection of Herbal Teas and Hot Chocolate</p> <p style="text-align: center;">Beverage</p>	<p>7:45 AM - 5:00 PM Chevy Chase Ballroom</p> <p>Classroom Style set up for (51) people 3 per table - 17 tables total Panel for 4 - Left of Screen Water Station set inside the room Water Pitchers and Glasses, Mints, Pads of Paper, and Pens</p> <p style="text-align: center;">Audio/Visual</p> <p>7:45 AM - 5:00 PM Chevy Chase Ballroom</p> <p>1 LCD Projector Package to include LCD Multimedia Projector, 8' Projection Screen, AV Cart, Cabling & Laptop Hookup \$400 @ \$320.00 Each 1 Podium with Microphone for podium \$50.00 (Right of Screen) @ \$40.00 Each 1 Press-To-Talk Microphone \$55 @ \$44.00 Each 1 Mixer (8-Channel) \$150 @ \$120.00 Each 1 Sound/Speaker System *Required with all Audio Equipment \$195 @ \$156.00 Each Wi-fi Complimentary</p> <p style="text-align: center;">Billing</p>

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Organization Authorized Signature	10/5/17 Date	Hotel Representative	10/5/17 Date
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Embassy Suites Hotel at the Chevy Chase Pavilion

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 Phone: 202-352-9300 Fax: 202-686-3405

Check #: 11566-1

Page: 1 of 2

Created: 10/4/2017

Estimate of Charges

Account:	National Association of State Student Grant and Aid Programs	Event Date:	Wednesday, October 25, 2017
Post As:	Association of State Student Grant and Aid Programs October	Responsible Party:	Ms. Clantha McCurdy
Event Order Name:	Association of State Student Grant and Aid Programs October	Phone:	617-391-6098
Account Address:	917 Lakeridge Way PO Box 43430 Olympia, WA 98504 US	Email:	cmccurdy@osfa.mass.edu
Revenue Type	BQTS	Catering Manager:	Meilssa Vine

Day/Date	Time	Room	Classification	Setup	Qty	Amount
Wednesday, October 25, 2017	7:45 AM	Chevy Chase Ballroom	Meeting	Classroom 3 per 6 ft		
Wednesday, October 25, 2017	10:00 AM	Chevy Chase Ballroom	Break	Classroom		
Wednesday, October 25, 2017	3:30 PM	Chevy Chase Ballroom	Break	Classroom		

QTY	Item	Exclusive Price	Amount
45	Easy & Essential	69.95	3147.75
			3147.75
	Service Charge	24.00%	755.46
	Sales Tax	10.00%	390.32
			4293.53

QTY	Audio Visual	Exclusive Price	Amount
1	LCD Projector Package to include LCD Multimedia Projector, 8' Projection Screen, AV Cart, Cabling & Laptop Hookup \$400	320.00	320.00
1	Podium with Microphone for podium \$50.00 (Right of Screen)	40.00	40.00
1	Press-To-Talk Microphone \$55	44.00	44.00
1	Mixer (8-Channel) \$150	120.00	120.00
1	Sound/Speaker System *Required with all Audio Equipment \$195	156.00	156.00
			680.00
	Service Charge	24.00%	163.20
	Resource Tax	5.75%	48.48
			891.68

QTY	Function Room	Exclusive Price	Amount
1	Chevy Chase Ballroom	750.00	750.00
			750.00
	Service Charge	24.00%	180.00
	Sales Tax	10.00%	93.00
			1023.00

Totals			Amount
	Total Menu/Item/Rental		4577.75
	Total Service Charge	24.00%	1098.66
	Total Sales Tax	10.00%	483.32


 Client Signature

Administrative Charges and Gratuities may apply to the non-discounted price
 Tax applies to Gratuity

Embassy Suites Hotel at the Chevy Chase Pavilion

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Check #: 11566-1

Page: 2 of 2

Created: 10/4/2017

Estimate of Charges

Total Resource Tax	5.75%	48.48
Total Check		6208.22
Amount Due:		6208.22

Julia Kemp

Client Signature

Administrative Charges and Gratuities may apply to the non-discounted price

Tax applies to Gratuity

Embassy Suites Hotel at the Chevy Chase Pavilion

4300 Military Road, NW, Washington, DC 20015

Phone: 202-362-9300 • Fax: 202-686-3405

EO#: 11768

Page: 1 of 1

Printed: 10/4/2017

Banquet Event Order

Account: National Association of State Student Grant and Aid Programs Post As: Association of State Student Grant and Aid Programs October Address: 917 Lakeridge Way PO Box 43430 Olympia, WA 98504 Deposit Rcvd: \$0.00	Event Date: Wednesday, October 25, 2017 Contact: Ms. Clantha McCurdy Phone: 617-391-6098 Email Address: cmccurdy@osfa.mass.edu On-site Contact: Ms. Clantha McCurdy Phone: 617-391-6098 Booked By: Anthony Scarnecchia Catering Manager: Melissa Vine
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Date	Time	Function	Room	Setup	AGR	GTD	SET	Rental
Wed, Oct 25	12:00 PM - 1:15 PM	Lunch	Mezzanine	Rounds of 8	50			

Food	Room Setup
<p>12:00 PM - 1:15 PM</p> <p style="text-align: center;">Forks & Fingers Serve Time: 12:15 PM to 1:15 PM Warm Dinner Rolls Tossed Garden Green Salad Red Bliss Dill Potato Salad- Celery, Onion, Dill, Mayonnaise, Red Potatoes Pasta Salad Fire Roasted Vegetable Soup Roast Beef & Provolone on Kaiser Roll Albacore Tuna Salad on Croissant Turkey & Swiss on Kaiser Roll Assorted Dessert Bars Freshly Brewed Regular and Decaffeinated Coffee, Selection of Herbal Teas and Iced Tea</p> <p style="text-align: center;">Food Labels</p> <p style="text-align: center;">Beverage</p>	<p>12:00 PM - 1:15 PM</p> <p>Rounds of 8 people 1 Water Station set inside the room</p> <p style="text-align: center;">Audio/Visual</p> <p style="text-align: center;">Billing</p>

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The hotel reserves the right to relocate your function(s) to another room. The hotel will make every effort to contact the client in advance should this be the case.

Applicable service charge and DC sales tax will be added to all charges.

No outside food or beverage may be brought in by the client without prior approval of the hotel.

 Organization Authorized Signature	10/5/17 Date	 Hotel Representative	10/5/17 Date
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Embassy Suites Hotel at the Chevy Chase Pavilion

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Phone: 202-362-9300 Fax: 202-686-3405

Check #: 11768-1

Page: 1 of 1

Created: 10/4/2017

Estimate of Charges

Account:	National Association of State Student Grant and Aid Programs	Event Date:	Wednesday, October 25, 2017
Post As:	Association of State Student Grant and Aid Programs October	Responsible Party:	Ms. Clartha McCurdy
Event Order Name:	Association of State Student Grant and Aid Programs October	Phone:	617-391-6098
Account Address:	917 Lakeridge Way PO Box 43430 Olympia, WA 98504 US	Email:	cmccurdy@osfa.mass.edu
Revenue Type	BQTS	Catering Manager:	Melissa Vine

Day/Date	Time	Room	Classification	Setup	GR	Actual
Wednesday, October 25, 2017	12:00 PM	Mezzanine	Lunch	Rounds of 8		
Total Menu/Item/Rental						0.00
Total Service Charge 24.00%						0.00
Total Sales Tax 10.00%						0.00
Total Check						0.00
Amount Due:						0.00



 Client Signature

Administrative Charges and Gratuities may apply to the non-discounted price
 Tax applies to Gratuity

Embassy Suites Hotel at the Chevy Chase Pavilion

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EO#: 11567

Page: 1 of 1

Printed: 10/4/2017

Banquet Event Order

Account: National Association of State Student Grant and Aid Programs Post As: Association of State Student Grant and Aid Programs October Address: 917 Lakeridge Way PO Box 43430 Olympia, WA 98504	Event Date: Thursday, October 26, 2017 Contact: Ms. Clantha McCurdy Phone: 617-391-6098 Email Address: cmccurdy@osfa.mass.edu On-site Contact: Ms. Clantha McCurdy Phone: 617-391-6098
Deposit Rcvd: \$0.00	Booked By: Anthony Scarnecchia Catering Manager: Melissa Vine

Date	Time	Function	Room	Setup	AGR	GTD	SET	Rental
Thu, Oct 26	7:45 AM - 5:00 PM	Meeting	Chevy Chase Ballroom	Classroom 3 per 6 ft	50			\$750.00
Thu, Oct 26	10:30 AM - 11:00 AM	Break	Chevy Chase Ballroom	Classroom	50			
Thu, Oct 26	3:15 PM - 3:45 PM	Break	Chevy Chase Ballroom	Classroom	50			

Food	Room Setup
<p>7:45 AM - 5:00 PM Chevy Chase Ballroom</p> <p style="text-align: center;">Distinctive & Deluxe Serve Time: 7:45 AM to 5:00 PM Freshly Brewed Regular and Decaffeinated Coffee Selection of Herbal Teas and Hot Chocolate Selection of Fresh Fruit Juices \$79.95 Per Person</p> <p>10:30 AM - 11:00 AM Chevy Chase Ballroom</p> <p style="text-align: center;">Quick & Classic Continental Serve Time: 10:30 AM to 11:00 AM Assorted Muffins, Bagels, and Danishes Cream Cheeses, Jelly, and Butter Sliced Seasonal Fresh Fruit Display Assorted Fruit Yogurt Cups Assorted Mini Quiches Freshly Brewed Regular and Decaffeinated Coffee Selection of Herbal Teas and Hot Chocolate Selection of Fresh Fruit Juices</p> <p>3:15 PM - 3:45 PM Chevy Chase Ballroom</p> <p style="text-align: center;">Pop & Top Serve Time: 3:15 PM to 3:45 PM Freshly Popped Popcorn Truffle and Parmesan Oils Cinnamon and Sugar Garlic and Thyme Butter Smoked Paprika & Salt and Vinegar Fresh Brewed Regular and Decaffeinated Coffee, Selection of Herbal Teas and Hot Chocolate</p> <p style="text-align: center;">Beverage</p>	<p>7:45 AM - 5:00 PM Chevy Chase Ballroom</p> <p>Classroom Style set up for (51) people 3 per table- 17 tables total Panel for 4 - Left of Screen</p> <p style="text-align: center;">Audio/Visual</p> <p>7:45 AM - 5:00 PM Chevy Chase Ballroom</p> <p>1 LCD Projector Package to include LCD Multimedia Projector, 8' Projection Screen, AV Cart, Cabling & Laptop Hookup \$400 @ \$320.00 Each 1 Podium with Microphone \$50.00 (right of podium) @ \$40.00 Each 1 Press-To-Talk Microphone \$55 @ \$44.00 Each 1 Mixer (8-Channel) \$150 @ \$120.00 Each 1 Sound/Speaker System *Required with all Audio Equipment \$195 @ \$156.00 Each Wi-fi Complimentary</p> <p style="text-align: center;">Billing</p>

The final guaranteed number of guests is due 3 business days prior to the day of the function. Should the final guarantee not be received 3 business days prior to the day of the function, the agreed upon number of guests will be considered final and cannot be decreased.

The hotel reserves the right to relocate your function(s) to another room. The hotel will make every effort to contact the client in advance should this be the case.

Applicable service charge and DC sales tax will be added to all charges.

No outside food or beverage may be brought in by the client without prior approval of the hotel.

Guip Lough
 Organization Authorized Signature

10/5/17
 Date

[Signature]
 Hotel Representative

10/5/17
 Date

Embassy Suites Hotel at the Chevy Chase Pavilion

4300 Military Road, NW, Washington, DC, 20015
Phone: 202-362-9300 Fax: 202-686-3405

Check #: 11567-1
Page: 1 of 2

Created: 10/4/2017

Estimate of Charges

Account:	National Association of State Student Grant and Aid Programs	Event Date:	Thursday, October 26, 2017
Post As:	Association of State Student Grant and Aid Programs October	Responsible Party:	Ms. Ciantha McCurdy
Event Order Name:	Association of State Student Grant and Aid Programs October	Phone:	617-391-6098
Account Address:	917 Lakeridge Way PO Box 43430 Olympia, WA 98504 US	Email:	cmccurdy@osfa.mass.edu
Revenue Type	BQTS	Catering Manager:	Melissa Vine

Day/Date	Time	Room	Classification	Setup	Qty	Actual
Thursday, October 26, 2017	7:45 AM	Chevy Chase Ballroom	Meeting	Classroom 3 per 6 ft		
Thursday, October 26, 2017	10:30 AM	Chevy Chase Ballroom	Break	Classroom		
Thursday, October 26, 2017	3:15 PM	Chevy Chase Ballroom	Break	Classroom		

NO.	Food	Exclusive Price	
45	Distinctive & Deluxe	79.95	3597.75
			3597.75
	Service Charge	24.00%	863.46
	Sales Tax <input type="checkbox"/>	10.00%	446.12
			4907.33

NO.	Audio/Visual	Exclusive Price	
1	LCD Projector Package to include LCD Multimedia Projector, 8' Projection Screen, AV Cart, Cabling & Laptop Hookup \$400	320.00	320.00
1	Podium with Microphone \$50.00 (right of podium)	40.00	40.00
1	Press-To-Talk Microphone \$55	44.00	44.00
1	Mixer (8-Channel) \$150	120.00	120.00
1	Sound/Speaker System *Required with all Audio Equipment \$195	156.00	156.00
			680.00
	Service Charge	24.00%	163.20
	Resource Tax <input type="checkbox"/>	5.75%	48.48
			891.68

NO.	Function Room	Exclusive Price	
1	Chevy Chase Ballroom	750.00	750.00
			750.00
	Service Charge	24.00%	180.00
	Sales Tax <input type="checkbox"/>	10.00%	93.00
			1023.00

Totals			
	Total Menu/Item/Rental		5027.75
	Total Service Charge	24.00%	1206.66
	Total Sales Tax	10.00%	539.12

Geri Laupher
Client Signature

Administrative Charges and Gratuities may apply to the non-discounted price
 Tax applies to Gratuity

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Page: 2 of 2

Created: 10/4/2017

Estimate of Charges

Total Resource Tax	5.75%	48.48
Total Check		6822.02
Amount Due:		6822.02



Clerk Signature

Administrative Charges and Gratuities may apply to the non-discounted price

Tax applies to @ratecity

Embassy Suites Hotel at the Chevy Chase Pavilion

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EO#: 11769

Page: 1 of 1

Printed: 10/4/2017

Banquet Event Order

Account: National Association of State Student Grant and Aid Programs Post As: Association of State Student Grant and Aid Programs October Address: 917 Lakeridge Way PO Box 43430 Olympia, WA 98504	Event Date: Thursday, October 26, 2017 Contact: Ms. Clantha McCurdy Phone: 617-391-6098 Email Address: cmccurdy@osfa.mass.edu On-site Contact: Ms. Clantha McCurdy Phone: 617-391-6098
Deposit Rcvd: \$0.00	Booked By: Anthony Scarnecchia Catering Manager: Melissa Vine

Date	Time	Function	Room	Setup	AGR	GTD	SET	Rental
Thu, Oct 26	12:00 PM - 1:15 PM	Lunch	Mezzanine	Rounds of 8			50	

Food	Room Setup
<p>12:00 PM - 1:15 PM</p> <p style="text-align: center;">Hot & Hearty</p> <p style="text-align: center;"><i>Serve Time: 12:00 PM to 1:15 PM</i></p> <p style="text-align: center;">Warm Dinner Rolls</p> <p style="text-align: center;">Tomato Basil Bisque Soup</p> <p>Caesar Salad- Romaine Lettuce, Parmesan Cheese, Croutons, Caesar Dressing</p> <p style="text-align: center;">Spinach Salad</p> <p style="text-align: center;">Wild Mushroom Ravioli</p> <p style="text-align: center;">Dry Rubbed Pork Loin</p> <p style="text-align: center;">Garlic Mashed Potatoes</p> <p style="text-align: center;">Seasonal Vegetables</p> <p style="text-align: center;">Assorted Dessert Bars</p> <p>Freshly Brewed Regular and Decaffeinated Coffee, Selection of Herbal Teas and Iced Tea</p> <p style="text-align: center;">Beverage</p>	<p>12:00 PM - 1:15 PM</p> <p>1 Rounds of 8 people</p> <p>1 Water Station set inside the room</p> <p style="text-align: center;">Audio/Visual</p> <p style="text-align: center;">Billing</p>

The final guaranteed number of guests is due 3 business days prior to the day of the function. Should the final guarantee not be received 3 business days prior to the day of the function, the agreed upon number of guests will be considered final and cannot be decreased.

The hotel reserves the right to relocate your function(s) to another room. The hotel will make every effort to contact the client in advance should this be the case.

Applicable service charge and DC sales tax will be added to all charges.

No outside food or beverage may be brought in by the client without prior approval of the hotel.

[Signature]
 Organization Authorized Signature

10/5/17
 Date

[Signature]
 Hotel Representative

10/5/17
 Date

Embassy Suites Hotel at the Chevy Chase Pavilion

4300 Military Road, NW, Washington, DC, 20015
 Phone: 202-362-9300 Fax: 202-686-3405

Check #: 11769-1
 Page: 1 of 1

Created: 10/4/2017

Estimate of Charges

Account:	National Association of State Student Grant and Aid Programs	Event Date:	Thursday, October 26, 2017
Post As:	Association of State Student Grant and Aid Programs	Responsible Party:	Ms. Clantha McCurdy
Event Order Name:	Association of State Student Grant and Aid Programs	Phone:	617-391-6098
Account Address:	917 Lakeridge Way PO Box 43430	Email:	cmcurdy@osfa.mass.edu
Revenue Type	Olympia, WA 98504 US	Catering Manager:	Melissa Vine
	BQTS		

Day/Date	Time	Room	Classification	Setup	Gst	Actual
Thursday, October 26, 2017	12:00 PM	Mezzanine	Lunch	Rounds of 8		

	Total Menu/Item/Rental	0.00
	Total Service Charge	24.00%
	Total Sales Tax	10.00%
	Total Check	0.00
	Amount Due:	0.00


 Client Signature

Administrative Charges and Gratuities may apply to the non-discounted price
 Tax applies to Gratuity

Embassy Suites Hotel at the Chevy Chase Pavilion

4300 Military Road, NW, Washington, DC 20015

Phone: 202-362-9300 • Fax: 202-686-3405

EO#: 11568

Page: 1 of 1

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Banquet Event Order

Account: National Association of State Student Grant and Aid Programs Post As: Association of State Student Grant and Aid Programs October Address: 917 Lakeridge Way PO Box 43430 Olympia, WA 98504 Deposit Rcvd: \$0.00	Event Date: Friday, October 27, 2017 Contact: Ms. Clantha McCurdy Phone: 617-391-6098 Email Address: cmccurdy@osfa.mass.edu On-site Contact: Ms. Clantha McCurdy Phone: 617-391-6098 Booked By: Anthony Scarnecchia Catering Manager: Melissa Vine
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Date	Time	Function	Room	Setup	AGR	GTD	SET	Rental
Fri, Oct 27	7:45 AM - 1:00 PM	Meeting	Chevy Chase Ballroom	Classroom 3 per 6 ft	50			\$750.00
Fri, Oct 27	12:00 PM - 1:00 PM	Break	Chevy Chase Ballroom	Classroom 3 per 6 ft	50			

Food	Room Setup
<p>7:45 AM - 1:00 PM Chevy Chase Ballroom</p> <p style="text-align: center;">45 Full Beverage Station (Full Day) @ \$14.95</p> <p style="text-align: center;">Beverage</p>	<p>7:45 AM - 1:00 PM Chevy Chase Ballroom</p> <p>Classroom Style set up for (51) people 3 per table- 17 tables total Panel for 4 - Left of Screen 1 Water Station set inside the room 1 Water Pitchers and Glasses, Mints, Pads of Paper, and Pens</p> <p style="text-align: center;">Audio/Visual</p> <p>7:45 AM - 1:00 PM Chevy Chase Ballroom</p> <p>1 LCD Projector Package to include LCD Multimedia Projector, 8' Projection Screen, AV Cart, Cabling & Laptop Hookup \$400 @ \$320.00 Each 1 Podium with Microphone \$50.00 - right of Screen @ \$40.00 Each 1 Press-To-Talk Microphone \$55 @ \$44.00 Each 1 Mixer (8-Channel) \$150 @ \$120.00 Each 1 Sound/Speaker System *Required with all Audio Equipment \$195 @ \$156.00 Each Wi-Fi Complimentary</p> <p style="text-align: center;">Billing</p>

The final guaranteed number of guests is due 3 business days prior to the day of the function. Should the final guarantee not be received 3 business days prior to the day of the function, the agreed upon number of guests will be considered final and cannot be decreased.

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 Organization Authorized Signature

10/5/17
 Date


 Hotel Representative

10/5/17
 Date

Embassy Suites Hotel at the Chevy Chase Pavilion

4300 Military Road, NW, Washington, DC, 20015
Phone: 202-362-8300 Fax: 202-686-3405

Check #: 11568-1

Page: 1 of 2

Created: 10/4/2017

Estimate of Charges

Account:	National Association of State Student Grant and Aid Programs	Event Date:	Friday, October 27, 2017
Post As:	Association of State Student Grant and Aid Programs October	Responsible Party:	Ms. Clartha McCurdy
Event Order Name:	Association of State Student Grant and Aid Programs October	Phone:	617-391-6098
Account Address:	917 Lakeridge Way PO Box 43430 Olympia, WA 98504 US	Email:	cmccurdy@osfa.mass.edu
Revenue Type	BQTS	Catering Manager:	Melissa Vine


Day/Time	Start	Room	Classification	Setup	Grid	Actual
Friday, October 27, 2017	7:45 AM	Chevy Chase Ballroom	Meeting	Classroom 3 per 6 ft		
Friday, October 27, 2017	12:00 PM	Chevy Chase Ballroom	Break	Classroom 3 per 6 ft		

Qty	Description	Exclusive Price	Actual
45	Full Beverage Station (Full Day)	14.95	672.75
			672.75
	Service Charge	24.00%	161.46
	Sales Tax ☐	10.00%	83.42
			917.63

Qty	Description	Exclusive Price	Actual
1	LCD Projector Package to Include LCD Multimedia Projector, 8' Projection Screen, AV Cart, Cabling & Laptop Hookup \$400	320.00	320.00
1	Podium with Microphone \$50.00 - right of Screen	40.00	40.00
1	Press-To-Talk Microphone \$55	44.00	44.00
1	Mixer (8-Channel) \$150	120.00	120.00
1	Sound/Speaker System *Required with all Audio Equipment \$195	156.00	156.00
			680.00
	Service Charge	24.00%	163.20
	Resource Tax ☐	5.75%	48.48
			891.68

Qty	Description	Exclusive Price	Actual
1	Chevy Chase Ballroom	750.00	750.00
			750.00
	Service Charge	24.00%	180.00
	Sales Tax ☐	10.00%	99.00
			1028.00

Total Menu/Item/Rental		2102.75
Total Service Charge	24.00%	504.66
Total Sales Tax	10.00%	176.42


 Client Signature

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☐ Tax applies to Gratuity

**Embassy Suites Hotel at the Chevy Chase
Pavilion**

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Check #: 11568-1
Page: 2 of 2

Created: 10/4/2017

Estimate of Charges

Total Resource Tax	5.75%	48.48
Total Check		2832.32
Amount Due:		2832.32



Client Signature

Administrative Charges and Gratuities may apply to the non-discounted price
 Tax applies to Gratuity