

3/8/19

## Memorandum

To: Active members of the Dental Forum  
From: 100th anniversary committee  
Re: Celebration update

### 1. Attendance projection

50 members with +1 = 100  
25 life members with +1 = 50  
VIP guests + speaker = 5

Total ~ 155-175

### 2. Main Venues are set -

Friday, November 5th, 2021 Appley Theatre for regular Dental Forum scientific session and business meeting

Kohler Design Center - Friday night reception

Saturday, November 6th, 2021 Great Lakes Ballroom - Reception and Banquet

### 3. Some Details...

- American Club to reserve 50 rooms in a room block at this time
- Would release 10% of the rooms 60 days in advance of the event
- Would release an additional 10% of the rooms 30 days in advance of the event
- Appley theatre seats 100 - invitation of guests may be limited
- Council Room (adjacent to Appley) would be reserved for refreshments and an opportunity for vendors to appear (and defray meeting cost)
- Cost for Friday reception: \$140/person for heavy hors d'oeuvres  
\$ 33/person for light hors d'oeuvres  
Alcohol not included
- Plated dinner at Saturday Banquet: \$150/person

Respectfully submitted,

100th anniversary celebration planning committee

\* All information presented here is open for discussion and potential changes