

*\*Revised\**

**EVENT ORDER**

SHERATON PENTAGON CITY HOTEL  
900 South Orme Street, Arlington, VA 22204  
PHONE:(703) 521-1900

Page # 1 of 2  
Event Order #: 859401  
Quote #: 500-BCDCK9P  
Folio #: 1887949

SHERATON

FUNCTION DAY/DATE: Thursday, October 03, 2019  
ORGANIZATION: US Army

POST AS: EOCR Class 22 Hotel 69  
BILLING ADDRESS: 1000 Army Pentagon, Washington, DC 20310  
CUSTOMER: Mr. Gary Cochard Phone #: Fax #:  
IN-HOUSE CONTACT: SAME  
MANAGERS: Nakia Charles  
DATE PRINTED: Tuesday, September 17, 2019

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
8:00 AM-11:00 PM	Hospitality Room POST AS: EOCR Class 22 Hotel 69 Hospitality Room	Pentagon 1	\$114.12++ (\$150.00 INCLUSIVE)	50	50	50
8:00 AM-11:00 PM	Hospitality Room POST AS: EOCR Class 22 Hotel 69 Hospitality Room	Pentagon 2		50	50	50

*No Food or Beverage Required at this Time*

**ROOM SETUP**

8:00 AM-11:00 PM Hospitality Room Pentagon 1

Lounge

*\*SEE DIAGRAM \**

(Two) Registration Table Set Outside Room with TWO Chairs Each and (1) Waste Basket.

(3) Easels Outside the Room

(3) Round Tables of 10

White Floor length Linen

(2) Cocktail Rounds with (2) Chairs

(1) Couch and (2) Soft Chairs by TV

(1) Large Trash Can

8:00AM-11:00 PM Hospitality Room Pentagon 2  
Lounge

(3) 6' x 30" Skirted Display Table(s)

(1) Large Refrigerator OR (3) Small Ones

Big Ice Buckets - Refresh Throughout the Day.

(1) Large Trash Can



**EVENT ORDER**  
SHERATON PENTAGON CITY HOTEL  
900 South Orme Street, Arlington, VA 22204  
PHONE:(703) 521-1900

Page # 2 of 2  
Event Order #: 859401  
Quote #: 500-BCDCK9P  
Folio #: 1887949

FUNCTION DAY/DATE: Thursday, October 03, 2019  
ORGANIZATION: US Army

---

8:00 AM-11:00 PM Hospitality Room Pentagon 1

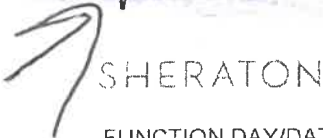
**SPECIAL  
ARRANGEMENTS**

\* Refresh Ice Throughout the Day

A mandatory service charge of 24% (subject to change) of your total food and beverage charges will be added to your bill. A portion of the service charge will be distributed to the banquet service staff and a portion will be kept by the hotel to cover overhead costs such as logistics planning, administration, recycling, trash removal, transportation and liability coverage. The service charge is not a tip or gratuity for any employee and is not the property of the employee(s) providing service to you. An 8% event fee and any applicable taxes (subject to change) also will be added to your bill.

Signature: \_\_\_\_\_

If in agreement, please sign one copy and return

*\* Revised \**  


**EVENT ORDER**  
 SHERATON PENTAGON CITY HOTEL  
 900 South Orme Street, Arlington, VA 22204  
 PHONE:(703) 521-1900

Page # 1 of 2  
 Event Order #: 860613  
 Quote #: 500-BCDCK9P  
 Folio #: 1887949

FUNCTION DAY/DATE: Friday, October 04, 2019  
 ORGANIZATION: US Army

POST AS: EOCR Class 22 Hotel 69  
 BILLING ADDRESS: 1000 Army Pentagon, Washington, DC 20310  
 CUSTOMER: Mr. Gary Cochard Phone #: Fax #:  
 IN-HOUSE CONTACT: SAME

MANAGERS: Nakia Charles  
 DATE PRINTED: Tuesday, September 17, 2019

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
8:00 AM-11:00 PM	Hospitality Room POST AS: EOCR Class 22 Hotel 69 Hospitality Room	Pentagon 1		50	50	50
8:00 AM-11:00 PM	Hospitality Room POST AS: EOCR Class 22 Hotel 69 Hospitality Room	Pentagon 2		50	50	50

*No Food or Beverage Required at this Time*

- ROOM SETUP**
- 8:00 AM-11:00 PM Hospitality Room Pentagon 1 Lounge
  - \*SEE DIAGRAM \*
  - (3) Easels Outside the Room
  - (3) Round Tables of 10
  - White Floor length Linen
  - (2) Cocktail Rounds with (2) Chairs
  - (1) Couch and (2) Soft Chairs by TV
  - (1) Large Trash Can
  - 8:00 AM-11:00 PM Hospitality Room Pentagon 2 Lounge
  - (3) 6' x 30" Skirted Display Table(s)
  - (1) Large Refrigerator OR (3) Small Ones
  - Big Ice Buckets - Refresh Throughout the Day.
  - (1) Large Trash Can



**EVENT ORDER**  
SHERATON PENTAGON CITY HOTEL  
900 South Orme Street, Arlington, VA 22204  
PHONE:(703) 521-1900

Page # 2 of 2  
Event Order #: 860613  
Quote #: 500-BCDCK9P  
Folio #: 1887949

FUNCTION DAY/DATE: Friday, October 04, 2019  
ORGANIZATION: US Army

---

8:00 AM-11:00 PM Hospitality Room Pentagon 1

**SPECIAL  
ARRANGEMENTS**

\* Refresh Ice Throughout the Day

A mandatory service charge of 24% (subject to change) of your total food and beverage charges will be added to your bill. A portion of the service charge will be distributed to the banquet service staff and a portion will be kept by the hotel to cover overhead costs such as logistics planning, administration, recycling, trash removal, transportation and liability coverage. The service charge is not a tip or gratuity for any employee and is not the property of the employee(s) providing service to you. An 8% event fee and any applicable taxes (subject to change) also will be added to your bill.

Signature: \_\_\_\_\_

If in agreement, please sign one copy and return

*\*Revised\**



**EVENT ORDER**  
SHERATON PENTAGON CITY HOTEL  
900 South Orme Street, Arlington, VA 22204  
PHONE:(703) 521-1900

Page # 1 of 4  
Event Order #: 860669  
Quote #: 500-BCDCK9P  
Folio #: 1887949

FUNCTION DAY/DATE: Saturday, October 05, 2019  
ORGANIZATION: US Army

**3<sup>RD</sup> REVISION**

POST AS: EOCR Class 22 Hotel 69  
BILLING ADDRESS: 1000 Army Pentagon, Washington, DC 20310  
CUSTOMER: Mr. Gary Cochard Phone #: Fax #:  
IN-HOUSE CONTACT: SAME  
MANAGERS: Nakia Charles.

DATE PRINTED: Monday, September 16, 2019

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
8:00 AM-11:00 PM	Hospitality Room POST AS: EOCR Class 22 Hotel 69 Hospitality Room	Pentagon 1		50	50	50
8:00 AM-11:00 PM	Hospitality Room POST AS: EOCR Class 22 Hotel 69 Hospitality Room	Pentagon 2		50	50	50
6:00 PM-10:00 PM	Cocktail Reception POST AS: INTERNAL CASH BAR	Cavalier Ballroom		54	54	54
7:15 PM-10:00 PM	Dinner POST AS: EOCR Class 22 Hotel 69 Dinner	Cavalier Ballroom		54	54	54

**6:00 PM Cocktail Reception Cavalier Ballroom**

\*\*\*Cash Bar Only\*\*\*  
\*No food required\*

**7:15 PM Buffet Dinner Cavalier Ballroom**

**Salad DISPLAY**

Crisp Caesar Salad | Romaine Hearts, Shaved Parmesan-Reggiano, Focaccia Croutons, Caesar Dressing

Warm Rolls and Butter

**Entrée Display**

Fire-Grilled Sliced Sirloin

Pan-Roasted Atlantic Salmon Filets

Creamy Garlic Mashed Potatoes

Oven Roasted Steakhouse Asparagus



**EVENT ORDER**  
 SHERATON PENTAGON CITY HOTEL  
 900 South Orme Street, Arlington, VA 22204  
 PHONE:(703) 521-1900

Page # 2 of 4  
 Event Order #: 860669  
 Quote #: 500-BCDCK9P  
 Folio #: 1887949

FUNCTION DAY/DATE: Saturday, October 05, 2019  
 ORGANIZATION: US Army

**Coffee + Dessert Display Station**

WARM Fruit Cobbler with Whipped Cream on the Side.  
 Freshly Brewed Coffee (Reg and Decaf) and a Selection of Teas

**\*\*\*Dietary Restrictions\*\*\***

Buck Lindsay/ James Proud - gluten and lactose sensitive

Sandra Bender  
 Gluten free  
 Garlic /onion free  
 Asparagus free

Broccoli, green beans, squash, tomatoes are acceptable veggies.

**53 people @ \$51.76++ per person**

**\*\*\*\*(\$75 PP INCLUSIVE OF TAXES & 8% EVENT FEE/SERVICE CHARGE)\*\*\*\***

**NOTE: Final payment is due on 10/2/2019 to include the \$125.00++ bartender fee & \$125.00++ cashier fee**

**BEVERAGE**                      6:00 PM-10:00 PM      Dinner                      Cavalier Ballroom  
 Cash Bar available until 10.00pm

**ROOM SETUP**                      8:00 AM-11:00 PM      Hospitality Room      Pentagon 1  
 Lounge

- \*SEE DIAGRAM \*
- (3) Easels Outside the Room
  - (3) Round Tables of 10
  - White Floor length Linen with Overlays
  - (2) Cocktail Rounds with (2) Chairs
  - (1) Couch and (2) Soft Chairs by TV
  - (1) Large Trash Can

8:00 AM-11:00 PM      Hospitality Room      Pentagon 2



FUNCTION DAY/DATE: Saturday, October 05, 2019  
ORGANIZATION: US Army

Lounge

(3) 6' x 30" Skirted Display Table(s)

(1) Large Refrigerator OR (3) Small Ones

Big Ice Buckets - Refresh Throughout the Day

(1) Large Trash Can

6:00 PM-10:00 PM Cocktail Reception Cavalier Ballroom  
Special

7:15 PM-10:00 PM Dinner Cavalier Ballroom  
Rounds of 10

ONE (1) 6' Table for Registration with (2) Chairs and (1) Waste Basket OUTSIDE the Room  
(By the 1st Door)

(2) Ropes and Stanchions to divide the Foyer

Seating of 6 Round Tables of 10

**White Linen – RED & BLUE OVERLAYS (ALTERNATE)**

Table Numbered (1-6)

Hotel's Centerpieces Tall Cylinder Vases with blue water and One Floating Candle.

\* Leave 4ft of space for an aisle for the "Color Guard Aisle"

Buffet Tables to accommodate dinner buffet

(1) Podium to the Left of Screen (When facing Screen)

(1) "The Missing Man Table", (1) Cocktail Round (1) Chair, (1) white linen A Slice of lemon  
on a Bread Plate, (1) Glass AND (1) Votive Candle and Salt guest will bring rose

**\*\*Full Table Setting\*\***

(2) Low Boys – white linen

(1) Cash Bar and (1) Cashier (Last Alcove in the Back)

**4 Flag Bases**

AUDIO VISUAL

7:15 PM-10:00 PM Dinner Cavalier Ballroom  
PSAV to Provide BLACK Pipe and Drape for Photo Back Drop (COMPLIMENTARY PER  
KAREN)

Pipe and Drape to be set in corner of cavalier



**EVENT ORDER**  
 SHERATON PENTAGON CITY HOTEL  
 900 South Orme Street, Arlington, VA 22204  
 PHONE:(703) 521-1900

Page # 4 of 4  
 Event Order #: 860669  
 Quote #: 500-BCDCK9P  
 Folio #: 1887949

FUNCTION DAY/DATE: Saturday, October 05, 2019  
 ORGANIZATION: US Army

**SPECIAL ARRANGEMENTS**

8:00 AM-11:00 PM Hospitality Room Pentagon 1

\* Refresh Ice Throughout the Day

7:15 PM-10:00 PM Dinner Cavalier Ballroom  
 Bartender @ \$125.00++ Each

Cashier @ \$125.00++ Each

**Event Fee (8%)@ \$223.60 This will be part of the \$75 pp inclusive price**

6:00PM - Cash Bar Opens CLOSSES AT 10:00PM

7:15PM - Buffet Opens

7:15PM – Toast (Guest will be providing their own drink of choice)

NOTE: Client is bringing 1 Bottle of Champagne to be placed at each table. Corkage Fee was waived.  
 Wait staff to pour the champagne – TIME TBD  
 Client to provide the staff with the bottles on a timely manner to be chilled

\*\* 10 PARKING STICKERS COMP\*\* Nakia to provide them the day of the event to client

A mandatory service charge of 24% (subject to change) of your total food and beverage charges will be added to your bill. A portion of the service charge will be distributed to the banquet service staff and a portion will be kept by the hotel to cover overhead costs such as logistics planning, administration, recycling, trash removal, transportation and liability coverage. The service charge is not a tip or gratuity for any employee and is not the property of the employee(s) providing service to you. An 8% event fee and any applicable taxes (subject to change) also will be added to your bill.

Signature: \_\_\_\_\_

If in agreement, please sign one copy and return