**From:** Jim Wilson [mailto:jwwcoach22@gmail.com]
**Sent:** Friday, July 26, 2019 10:15 AM
**To:** Macarena Carballo <Macarena.Carballo@sheratonpentagoncity.com>
**Subject:** Re: FOLDER

Macarena:

Gary and Joe are spending quality time with grandchildren - so I'll address your notes:

        **Your guests will be given a restaurant voucher upon arrival.   Will this be done at hotel registration and will the voucher include the  10% discount for breakfast and 5% discount for lunch/dinner?**

**CORRECT**

**        Hotel’s Function Board will be posted with all other functions at the Hotel.  Logos are not incorporated  Will any other signage be on display - outside the Pentagon and Cavalier Rooms, in elevators, outside marquee?**

**NO - ALL FUNCTIONS ARE POSTED IN THE READERBOARDS. WE CAN CERTAINLY PROVIDE AND EASEL FOR A CUSTOMIZED SIGN.**

        Pipe and Drape can be provided by PSAV at an additional cost for the Backdrop.  **Attached is an Email from Karen Kelly, dated 27 Nov 2018.   Item #5 states that there is no charge for a backdrop for photography.  The Sheraton has black or blue piping or drapes backdrops.**

**NOTED – Thanks for sharing**

        Prosseco $30.00++ (Plus service charge, plus tax) – We will charge on consumption by bottle.  **This item will not be needed.**

**NOTED.**

        Centerpieces – Tall Vases with 1 floating candle (Clear Water)  **Should work well with the alternating blue and red table clothes on top of the full white table cloth.**

**NOTED.**

        Program – The Hotel will Print (Folding not included)  **I am assuming the printing will be done using a color printer - and don't understand why hotel staff can't fold the programs, but we can**.

**NOTED – If you indicate the appropriate fold,  the servers can assist. Thanks**

        Missing Man Table – Hotel will provide: white tablecloth, chair, table setting (silverware, glassware, lemon, and salt), and one Votive candle. - **Could the Hotel provide a white vase for our red rose?**

**I HAVE BEEN LOOKING FOR ONE, HOWEVER, I CANT FIND A SMALL WHITE VASE**

        Hotel will provide Maps, Brochures and Restaurant Menus.  **Could the hotel shuttle schedules also be included?**

**CERTAINLY**

         Gift Bags to be assembled by Client – Bags must be be personalized with Guests’ Names. - **We will have magnetic name badges on our gift bags (provided by the Arlington Visitors Bureas and USAA).  Will the hotel items be placed in a plastic bag or some other container?  What is the rationale for having the bags personalized?**

**WE WILL PROVIDE ENEVLOPES WITH EACH ITEM – By having them “personalized” it will be easy to identify who was missed if we have any bags leftover.**