Getting Started

☐ 1. Name of Event:
   DATE: ________________

2. What is the format of your event?
   ☐ Buffet Style  ☐ Seated Meals  ☐ Breaks

☐ 3. How many people do you estimate?

☐ 4. What is the estimated timeframe of your event? please provide an agenda/timeline:

☐ 5. What time do you plan on arriving onsite?

☐ 6. Will you need Registration/Check in Tables? ☐ YES ☐ NO

How many Chairs?

☐ 7. Room Set up?
   ☐ Class Room  ☐ Theater Style
   ☐ U-Shape
   ☐ Rounds?
   ☐ rounds of 6, ☐ rounds of 8 , ☐ rounds of 10

All orders are directly placed with MITV AV

PLEASE REVIEW THE FOLLOWING:

☐ Podium is provided by Samberg, please check if needed

☐ 6x8 RA Riser (only have 2) , $200 Rental Fee applies, please check if needed
Samberg Order Form

☐ Coat Rack inside the room? $150 Rental Fee applies
☐ Hosted Coat Check- Staffing fee applies

Food and Beverage Details

☐ 1. BREAKFAST MENU OPTIONS:
   ☐ Continental
   ☐ Conference
   ☐ Better for You
   ☐ Hot Breakfast
   ☐ Hot Breakfast Two
   ☐ Meeting Well Breakfast
   ☐ Plated Breakfast
   ☐ Breakfast Hors’Doeuvres
   ☐ A La Carte Breakfast

Notes:

☐ Specific Signage for the Reader Boards- please send over PDF/Document

☐ TODAY’S AGENDA MEETING PACKAGE ☐

TAKE A BREAK – AM OPTIONS

☐ Mid-Morning Break
☐ Meeting Well Break
☐ Fruit and Nut Bazaar
Samberg Order Form

3. BOXED LUNCH
- Sandwich Box Lunch
- Executive Box Lunch
- Bistro Salad Box Lunch
- **W**OULD **Y**OU **L**IKE **L**UNCHES **P**RE- **B**AGGED OR **D**ECONSTRUCTED?

4. LUNCH BUFFET OPTIONS
- Room Temperature Lunch
- Executive Room Temperature Buffet Lunch

5. THEMED LUNCHES
- Sandwich Luncheon
- Meeting Well
- Superfood Market Salad

Dietary Notes:
- Little Italy
- Asian
- Mexican
- Indian
- Nuevo Latino
- Cuban
- Thai

2. LUNCH MENU OPTIONS
- Apple Break
- Power Break

Notes:
6. CUSTOM BUFFET

☐ Two Main Courses
☐ Three Main Courses

Selection Notes:

7. PLATED LUNCH OPTIONS

Would you like the salad and Rolls PRESET? ☐ YES, ☐ NO

☐ Two Course Meal
☐ Three Course Meal

Please provide, any seating charts, or name cards with allergens

All Menu Count Options are due three days prior

DIETARY NOTES:

Please provide a timeline of your event:

8. AMBIANT PLATED LUNCH OPTIONS

☐ Two Course Meal
☐ Three Course Meal

Selection Notes:

9. TAKE A BREAK – PM OPTIONS

☐ Sweet Tooth
☐ Ice Cream Sundae Bar
☐ Spa Break
☐ The Green Monster
☐ Afternoon in Paris
Samberg Order Form

☐ The New Englander
☐ Afternoon Tea
☐ A’LA CARTE SNACK ITEMS

Please List:

☐ 10. BEVERAGES ☐ Bottled

Water
☐ Assorted Soda/Juices
☐ ALL Day Beverage Service Notes:

☐ 11. CUSTOM BUFFETS

☐ Two Main Course Selections
☐ Three Main Course Selections Selection

PLEASE LIST:

☐ 12. PASSED HORSD’OEUVRES – PLEASE LIST

☐ Selection of Four for One Hour
☐ Selection of Six for One Hour
☐ Selection of Six for Two Hours Selection

Notes:
13. RECEPTION STATION OPTIONS

☐ Table Top Bites
☐ Cheese Tasting Table
☐ Artisan Board
☐ Crostini Table
☐ Selection of Dried and Cured Meats with Marinated Olives
☐ Country Pate, Cornichons, Whole Grain Mustard
☐ Toasted Pita Station with assorted dips
☐ Tapas Bar
☐ Mediterranean Station
☐ Japanese Station
☐ Dim Sum
☐ Ceviche and Sushi Bar
☐ Slider Bar
☐ Caribbean Station
☐ Taco Station
☐ Dinner on the Charles
☐ Chinese Station
☐ Pasta Station
☐ Salmon Carving Station
☐ Turkey Carving Station
☐ Beef Carving Station
☐ Island Creek Oysters and Shrimp
☐ Deluxe Raw Bar
Samberg Order Form

☐ Station Enhancements Please List:

14. DESSERT RECEPTION
☐ Dessert Station
☐ Shortcake Station
☐ Mini Mason Jar Mousse Station

Selection Notes:

15. PLATED DINNER OPTIONS
Would you like the salad and Rolls PRESET? ☐ YES, ☐ NO
☐ Three Course
☐ Four Course

Please provide, any seating charts, or name cards with allergens
All Menu Count Options are due three days prior

DIETARY NOTE:
Please provide a timeline of your event:

✓ 16. BAR PACKAGES
☐ Wine Service with Dinner
   ☐ Premium ☐ House
☐ Soft Drinks – Choose a time frame
☐ Beer and Wine- Choose a time frame
☐ Premium Bar- Choose a time frame
☐ Platinum Bar- Choose a time frame
Samberg Order Form

House Linens
☐ Black, ☐ White, ☐ Sandalwood

Any Florals Needed?
☐ Cocktail Tables, ☐ Lunch/Dinner Tables (60 in rounds)