



“ROCKING AROUND OREGON”

Conference Committee Agenda April 16, 2021, at 10:00 a.m. Virtual Zoom Meeting

1. Welcome and Introductions.
2. Conference Budget Review
 - a. Registration Fees: Athenian, Annual Academy, Conference
 - b. Budget for Events- Spreadsheet Conference
3. Annual Conference Updates
 - a. Layout
 - b. Conference Meals/Breaks
 - c. Presidents Welcome Reception (2 separate events)
4. Education Committee Updates- Peggy Hawker
 - a. Athenian Dialogue: Girls of Atomic City – Mary Lynne Stratta
 - b. Annual Academy: Levering Strengths to Improve Individual and Team Performance by Daniel J Hilts, Ph.D.
 - c. Annual Conference: Diversity, Equity, and Inclusion by Dion Jordan
5. Sub-Committee Chair Updates (Task List Attached)
 - a. Registration-Deanna Casey
 - i. Coverage, Conference Materials, Nametags, Meal Tickets, Ribbons
 - ii. BAGS- Fundraising Committee, Karen Howerton
 - b. Facilities- Nichole Morris
 - i. Determine Conference Layout including registration, auction, vendors.
 - ii. Head Table Seating Plans, AV for Speakers, Plan Meals and Breaks
 - c. Sponsorship/Exhibitor- Kayla Duddy/Ronnie Smith
 - i. Letters to Sponsors, Sponsor signs at events, Exhibitor Layout, Exhibitor Lunch, Exhibitor Door Prize Sheet
 - d. Conference Materials/Handbook- Mary Dibble/Allison Liesse
 - i. Certificates for Committee Members
 - ii. Conference Handbook
 - e. Hospitality/Transportation- Ruth Post/Karin Johnson
 - i. Out of State Guest Gifts, Out of State Welcome Program, Coordinate Transportation
 - f. Publicity- Karin Johnson/Ruth Post
 - g. Mentor/Mentee Meeting- Wednesday Afternoon- Sylvia Murphy/Susan Reeves – No Presentation
 - h. Presidents Welcome Reception- Wednesday Night- Susan Reeves (Honoring Kathy Payne)
 - i. Theme
 - ii. Sponsor
 - i. Honored Guest Dinner – Wednesday Night – Peggy Hawker

- j. All Conference Event – Trivia Night w/Mr. Bill – Peggy Hawker/Nichole Morris
- k. Banquet- Thursday Night- Susan Reeves
 - i. Theme
 - ii. Decorations
 - iii. Entertainment
 - iv. Social Hour- Sponsor
- l. Host Recorder- Peggy Hawker
 - i. Invocation, Presentation of Flag, National Anthem, Welcome by Local Dignitary
 - ii. Honored Guest Dinner

6. Other

Annual Academy		
Food & Bev		
Lunch	\$	-
Snacks	\$	-
Bev	\$	-
TOTAL	\$	-
Budget		2700

Welcome Reception/ Special Event		Presidents Corner/ Welcome Reception/ All Conference Event/ Committee Appreciation Event
Mr. Bill	\$ 125.00	
AV	\$ 60.00	Screen for Zoom - each team will need own laptop
Room Fee	\$ 90.00	Star Fish for trivia night
Food	\$ -	
Bev	\$ -	
Décor	\$ -	
TOTAL	\$ 275.00	
Budget		1500

Banquet		
Décor	\$ 200.00	Do we want a dance floor \$100.00
Music	\$ 300.00	DJ, band or Pandora
Program	\$ 100.00	
Bar Setup Fee	\$ 50.00	\$50 per bar (how many bars?)
TOTAL	\$ 650.00	
Budget		875

Food & Beverage		
<i>Thurs 9/30</i>		
Lunch	\$	-
PM Break	\$	-
Social Hour	\$	-
Banquet	\$	-
<i>Fri 10/1</i>		
Breakfast	\$	-
Lunch	\$	-
PM Break	\$	-
TOTAL	\$	-
Budget		15,500

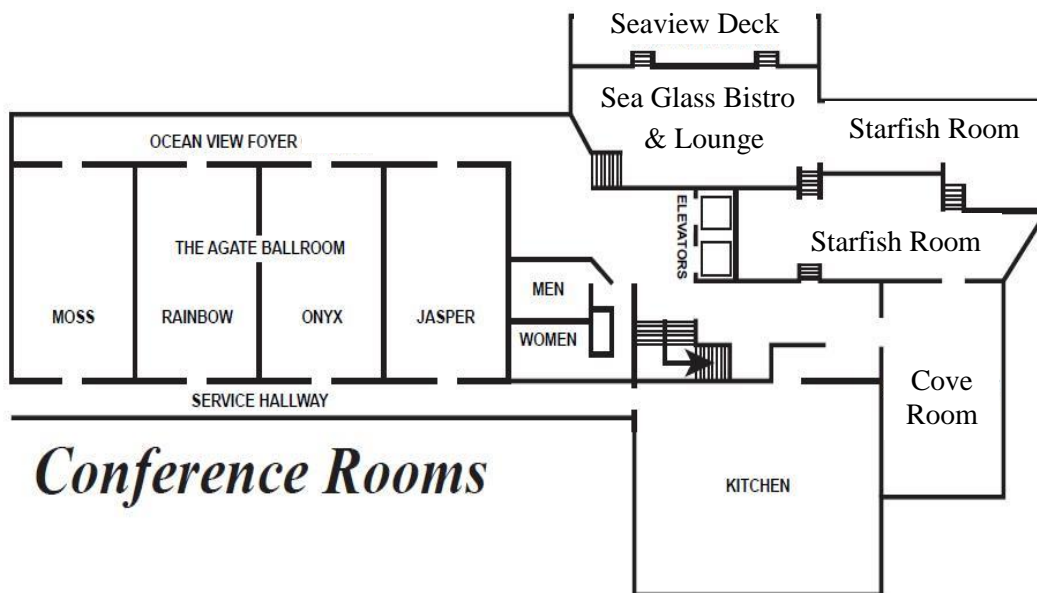
A large, irregularly shaped piece of teal sea glass with a textured, watercolor-like appearance. It has a soft drop shadow beneath it, giving it a 3D effect. The sea glass is centered on a white background.

Sea Glass

CATERING MENU

Banquet Space Information

Room Name	Agate Ballroom	Onyx	Rainbow	Moss	Jasper	Cove
Square Feet	4,160	1,040	1,040	1,040	1,040	840
Dimensions	104'x40'	26'x40'	26'x40'	26'x40'	26'x40'	40'x21'
Ceiling	12'	12'	12'	12'	12'	10'
Theatre	320	80	80	80	80	60
Classroom	260	65	65	65	65	30
Reception	400	100	100	100	100	60
Banquet	320	80	80	80	80	60



Conference Rooms

Plated Breakfast

Includes Breakfast Potatoes, choice of Breakfast Bread or Fresh Baked Buttermilk Biscuit, Butter and Preserves, Fresh Fruit, Fresh Brewed Coffee, Decaffeinated Coffee and Hot Tea

Brioche French Toast

Brioche French Toast with Maple Syrup and Fresh Berry Compote
\$17.00

Breakfast Sandwich

Scrambled Eggs, Bacon and Cheddar Cheese Piled High on a Brioche Roll
\$15.00

Prime Rib Hash Breakfast Burrito

Warm Flour Tortilla Filled with Scrambled Eggs, House-made Prime Rib Hash and Shredded Tillamook Cheddar Cheese with Salsa on the Side
\$18.00

Tillamook Scramble

Two Eggs Scrambled with Tillamook Cheddar Cheese and Diced Ham
\$16.00

Eggs Benedict

Two Halves of an English Muffin each Topped with a Poached Egg, Canadian Style Bacon and Hollandaise Sauce
\$19.00

Breakfast Quiche

Eggs, Ham, Cheese and Onions in a Flaky Crust
\$17.00

***Prices are subject to change up to 90 days in advance of your event.
Dietary requests accommodated on a per request basis.
Split entrée available (up to two) charged at higher priced item.
Please contact our catering manager to design your own special menu.***

72-hour guarantee is required, add 20% service charge to all items.

Buffet Breakfast

25-person minimum. Buffets are designed for one hour of service.

Additional charges may be applied after the first hour.

Includes Fresh Brewed Coffee, Decaffeinated Coffee, Hot Tea and Selection of Fruit Juices

Agate Beach Continental

Variety of Muffins, Butter, Preserves and Sliced Seasonal Fruit

\$16.00

The Wave Runner

Scrambled Eggs, Bacon, Sausage Links, Breakfast Potatoes, Variety of Muffins,

Butter, Preserves and Sliced Seasonal Fruit

\$20.00

Smoked Salmon Scramble

Scrambled Eggs with House Smoked Northwest Salmon, Chives and Tillamook Swiss Cheese,

Breakfast Potatoes, Variety of Muffins, Butter, Preserves and Sliced Seasonal Fruit

\$22.00

Breakfast on the Run!

Scrambled Eggs, Chorizo Sausage, Tillamook Cheddar Cheese in a Flour Tortilla Wrap

Whole Fruit, Variety of Muffins, Butter, Preserves and Yogurt

\$18.00

Enhance your Buffet:

*Buttermilk Biscuits with Black Pepper Sausage Gravy ~ **\$4.00** per person*

*Cinnamon Battered French Toast with Maple Syrup and Butter ~ **\$4.00** per person*

*Honey Vanilla Greek Yogurt with Granola, Seasonal Berries, Bananas and Pepitas ~ **\$3.00** per person*

*Steel Cut Oatmeal, 2% Milk, Brown Sugar, Cinnamon, Seasonal Berries and Bananas ~ **\$3.00** per person*

Bagels with House Smoked Salmon Smear, Dilled Cream Cheese, Plain Cream Cheese,

*Crispy Capers, Red Onion and Sliced Tomatoes ~ **\$4.00** per person*

*Croissants, Breakfast Pastries and Coffee Cake ~ **\$24.00** per dozen*

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Dietary requests accommodated on a per request basis.

Please contact our catering manager to design your own special menu.

72-hour guarantee is required, add 20% service charge to all items.

Plated Lunch

Includes Iced Tea, Fresh Brewed Coffee and Decaffeinated Coffee

Club Croissant

*Turkey, Bacon and Cheddar Cheese Piled High and Topped with Lettuce and Tomato
Served with Choice of Potato Salad or House-made Potato Chips
\$20.00*

Portobello Burger

*Grilled Portobello Mushroom, Tomato, Arugula, Red Onion and Blue Cheese Aioli on a
Toasted Brioche Bun Served with Choice of Potato Salad or House-made Potato Chips
\$22.00*

Prime Rib Sandwich

*Tender Shaved Prime Rib with Swiss Cheese, Arugula and Roasted Red Pepper Aioli on a Ciabatta Roll
Served with Choice of Potato Salad or House-made Potato Chips
\$22.00*

Crab Roll

*Dungeness Crab Meat with Chef's Seasoning on a Fresh Brioche Bun with House-made Aioli Sauce,
Lettuce, and Tomato. Served with Choice of Potato Salad or House-made Potato Chips
\$27.00*

Fried Chicken Salad

*Fried Chicken, Strawberries, Goat Cheese, Hardboiled Egg, Roasted Hazelnuts and
Tossed Spinach with Poppy Seed Dressing
\$19.00*

Coastal Cobb Salad

*Oregon Pink Shrimp, Bacon, Diced Tomato, Chopped Hardboiled Egg, Candied Hazelnuts and Blue
Cheese Crumbles on a Bed of Field Greens tossed with House-made Marionberry Vinaigrette Dressing
\$22.00*

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Split entrée available (up to two) charged at higher priced item.
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72-hour guarantee is required, add 20% service charge to all items

Buffet Lunch

**25-person minimum. Buffets are designed for one hour of service.
Additional charges may be applied after the first hour.
Includes Iced Tea, Fresh Brewed Coffee and Decaffeinated Coffee**

Deli Lunch

Deli Sliced Turkey Breast, Ham and Roast Beef, Variety of Sliced Cheeses, Multigrain Sandwich Rolls, Condiments, Lettuce, Sliced Tomato, Red Onions, Dill Pickle Spears, Coleslaw, Red Skin Potato Salad and Sliced Watermelon
\$20.00

Deli Lunch Add-ons:

Chicken Breast Salad with Red Grapes, Celery, Scallions and Toasted Hazelnuts ~ \$2.50 per person
Wild Caught Oregon Pink Shrimp Salad ~ \$3.00 per person
White Albacore Tuna Salad ~ \$3.00 per person
Killer Egg Salad ~ \$2.50 per person

The Cookout

Hamburgers, Hot Dogs, Veggie Burgers, Assorted Sauces and Condiments, Multigrain Sandwich Rolls, Coleslaw, Redskin Potato Salad and Sliced Watermelon
\$24.00

Willamette Valley Adventure

*Tri-Tip Rubbed with Garlic, Lemon, Rosemary, Willamette Valley Red Wine and Olive Oil
Grilled Chicken Vineyard Style with Willamette Valley Chardonnay, Citrus, Herbs
and Olive Oil on Roasted Multigrain Sandwich Rolls with Assorted Sauces, Rouge Blue
Cheese Crumbles, Lettuce, Sliced Tomatoes, Onions, Vineyard Salad with Tossed Greens
and Marionberry Merlot Dressing, Farfalle Pasta Salad and Sliced Watermelon*
\$28.00

Taco Bar

Carne Asada and Local Catch Fish Tacos, Warm Flour and Corn Tortillas, Tomatoes, Onions, Pickled Peppers, Watermelon Jicama Slaw, Shredded Cabbage and Lettuce, Tillamook Cheddar Cheese, Pico de Gallo Salsa, Sour Cream and Avocado Salsa
\$24.00

Barbeque

Pulled Pork with Sweet and Tangy Mustard Sauce, German Sausage with Sauerkraut, Grain Mustard and Horseradish on a Multigrain Sandwich Roll, Caesar Salad, Potato Salad and Sliced Watermelon
\$26.00

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72-hour guarantee is required, add 20% service charge to all items

Lunch on The Go

All box lunch selections include Potato Chips, Candy Bar and Bottled Water

Roast Beef Ciabatta

Sliced (in-house) Roasted Beef, Tillamook Cheddar Cheese, Lettuce and Sliced Tomato on a Ciabatta Roll with Mayonnaise and Mustard on the side

\$17.00

Club Sub

Deli Sliced Ham and Turkey Breast, Thick Sliced Bacon, Tillamook Cheddar Cheese, Lettuce and Sliced Tomato on a Ciabatta Roll with Mayonnaise and Mustard on the side

\$17.00

Chef Salad

Julianne Cut Ham and Turkey Breast, with Tillamook Cheddar and Swiss Cheeses, Hardboiled Egg on a Bed of Romaine Lettuce with Ranch Dressing

\$16.00

Greek Wrap

Chopped Romaine Lettuce, Cucumber, Tomato, Feta Cheese, Olives and Hummus wrapped in a Flour Tortilla

\$14.00

A La Carte

<i>Assorted Whole Fresh Fruit</i>	<i>\$24.00 / dozen</i>
<i>Assorted Cookies</i>	<i>\$24.00 / dozen</i>
<i>Double-Chocolate Brownies</i>	<i>\$28.00 / dozen</i>
<i>Lemon Bars</i>	<i>\$28.00 / dozen</i>
<i>Lemonade</i>	<i>\$24.00 / gallon</i>
<i>Fruit Punch (Sugar free available)</i>	<i>\$24.00 / gallon</i>
<i>Assorted Sodas</i>	<i>\$3.00 each</i>
<i>Bottled Water</i>	<i>\$3.00 each</i>
<i>Sparkling Mineral Water</i>	<i>\$4.00 each</i>
<i>Complete Coffee Service</i>	<i>\$30.00 per gallon</i>

(Includes fresh brewed coffee, decaffeinated coffee, hot chocolate, and hot tea)

Prices are subject to change up to 90 days in advance of your event.

Dietary requests accommodated on a per request basis.

Split entrée available (up to two) charged at higher priced item.

Please contact our catering manager to design your own special menu.

72-hour guarantee is required, add 20% service charge to all items.

Displays

Smoked Coastal Seafood Platter

Pacific Prawns, Wild Caught Coho Salmon and Local Albacore with Rice Crackers and French Baguette

Served with Chef's Assortment of Aioli's

\$84.00 (serves 12 people) \$168.00 (serves 25 people)

International and Domestic Cheese Display

Locally Sourced and From Around the Globe Chef's Cheese Selections

Served with Grapes, Berries, Crostini and Crackers

\$48.00 (serves 12 people) \$96.00 (serves 25 people)

Vegetable Crudité

Assortment of Fresh Seasonal Vegetables with Hummus and Herb Dip

\$36.00 (serves 12 people) \$72.00 (serves 25 people)

Wine Country Display

Assortment of Cured Salami, Prosciutto, Artisanal Cheeses, Fig Jam, Dijon Mustard,

Smoked Salmon Spread, Grapes, Breads, Crackers, Olives and Cornichons

\$60.00 (serves 12 people) \$120.00 (serves 25 people)

Crab, Bay Shrimp and Spinach Dip

Served in a Bread Bowl with Crispy Crackers

\$40.00 (serves 12 people)

Baked Brie

Served with French Baguette

\$60.00 (serves 12 people)

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72-hour guarantee is required, add 20% service charge to all items.

Hors d'oeuvres

House-made Quiche Lorraine or Smoked Salmon Quiche

\$30.00 per dozen

Chilled Pacific Prawns with Thai Barbeque Sauce or Traditional Cocktail Sauce

\$39.00 per dozen

Italian Sausage Stuffed Mushrooms

\$30.00 per dozen

Grilled Pancetta and Basil Wrapped Peaches

with Aged Balsamic Vinegar (seasonal)

\$32.00 per dozen

Seared Top Sirloin in a Potato Chive Spoon with Red Wine Reduction

\$36.00 per dozen

Smoked Gulf Shrimp with Comeback Sauce

\$39.00 per dozen

Satay Beef with General Tso's sauce

\$36.00 per dozen

Satay Shrimp with Thai Sweet and Spicy Chili Sauce

\$36.00 per dozen

Satay Chicken with Peanut Sauce

\$36.00 per dozen

Crab Cake with Mignonette Sauce on Baby Greens

\$42.00 per dozen

Korean BBQ Chicken Wings with Sweet and Tangy Gochujang Sauce

\$36 per dozen

*Prices are subject to change up to 90 days in advance of your event.
Please contact our catering manager to design your own special menu.*

72-hour guarantee is required, add 20% service charge to all items.

Plated Dinner

**Includes Seasonal Vegetables, Chef's Choice Salad and Dessert, Iced Tea,
Fresh Brewed Coffee and Decaffeinated Coffee**

Steak Bordelaise

*Baseball Cut Top Sirloin Pan Roasted over Aromatics with Bordelaise Sauce
and Creamy Mashed Potato Puree*

\$38.00

Surf and Turf Duo

*Center Cut Filet of Top Sirloin Pan Roasted over Aromatics with Red Wine Demi-glace
Fresh Alaskan Halibut Pan Seared with Herb and Citrus Beurre Blanc
Served with Truffle Leek Mashed Potatoes*

\$42.00

Wild Caught Salmon

Served with Citrus Beurre Blanc and Fresh Dilled Roasted Baby Potatoes

\$38.00

Line Caught Wild Halibut

*Served Over Yukon Gold Mashed Potatoes, with Braised Leeks and
a Light Caper Cream Reduction, Topped with Crispy Prosciutto*

\$42.00

Bone In Pork Loin

*Locally Sourced Carlton Farms Pork Roast with Braised Wild Mushrooms
and Apples in Brandy Sauce, Served Over Tillamook White Cheddar Polenta*

\$34.00

Classic Chicken Marsala

*Made in the Traditional Version with Shallots, Garlic, Cremini Mushrooms and Rich
Chicken Broth with Sweet Marsala Wine, Served with Yukon Gold Mashed Potatoes*

\$33.00

Roasted Vegetable Stack

*Portobello Mushroom Base with a Mix of Seasonal Vegetables Attractively Stacked and Roasted on a Bed of
Creamy Polenta with Blistered Garlicky Cherry Tomatoes and Fresh Basil with Roasted Pepper Coulis*

\$31.00

Penne with Vodka Sauce

*Al Dente Penne Pasta in an Ultra-rich Vodka Cream Sauce with Sundried Tomatoes,
Shaved Pecorino Romano and Fresh Basil*

\$28.00

**Prices are subject to change up to 90 days in advance of your event. Dietary requests accommodated on a per request basis
Split entrée available (up to two) charged at higher priced item.**

Please contact our catering coordinator to design your own special menu.

72-hour guarantee is required, add 20% service charge to all items.

Buffet Dinner

25-person minimum. Buffets are designed for one hour of service.

Additional charges may be applied after the first hour.

Includes Iced Tea, Fresh Brewed Coffee and Decaffeinated Coffee

The Beachcomber

Choice of two Entrées, two Salads, two Sides and one Dessert

\$39.00 per person

The Coastal

Choice of three Entrées, three Salads, three Sides and two Desserts

\$42.00 per person

SALAD CHOICES:

Seasonal Greens

with House-made Dressings

Tossed Caesar

Crisp Romaine lettuce, Fresh Grated Parmesan Cheese and House-made Caesar Dressing

Wilted Spinach Salad

Warm Bacon Dressing, Hardboiled Egg, Parmesan Cheese and House-made Croutons

Shaved Brussels Sprouts Salad

Dried Cherries, Gorgonzola Crumbles, Raspberry Vinegar and Walnut Oil

Summer Greens

Toasted Pecans, Shaved Parmesan Cheese, Dried Blueberries

with House-made Vinaigrette Dressing

Mixed Baby Wild Greens (seasonal)

Watermelon Radish, Heirloom Tomatoes and Cucumber

with House-made Blush Wine Vinaigrette Dressing

SIDES CHOICES:

Green Beans Sautéed with Shallots and Almonds

Honey Glazed Rainbow Baby Carrots

Variety of Seasonal Roasted Vegetables

*Smokey Brussels Sprouts in Smoked Gouda
Gratin*

*Grilled Asparagus with Prosciutto and
Radicchio*

Yukon Gold Mashed Potatoes

Roasted Baby Potatoes

Classic Creamy Scalloped Potatoes

Rice Pilaf

Penne Pomodoro

ENTRÉE CHOICES:

Vineyard Tri-Tip with Red Wine Demi Glaze

Grilled Flank Steak Chimichurri

Prime Rib with Au Jus and Creamy Horseradish Sauce

Honey Garlic Chicken

Herb Crusted Chicken

Local Carlton Farm's Cherry Glazed Roast Pork Loin

St. Louis BBQ Ribs

Cedar Plank Salmon with Apple Fennel Slaw

Cider Glazed Chinook Salmon on Braised Greens

Oven Roasted Cod with Caper Citrus Sauce

Halibut with Summer Corn, Baby Heirloom Tomato and Avocado Salsa (Seasonal)

Italian Sausage, Three Cheese Rigatoni Bake with House-made Sauce

House-made Rustic Bolognese Lasagna

VEGETARIAN OPTIONS:

Roasted Eggplant Parmesan

Greek Spinach Feta Pie

Mushroom Stroganoff

Pasta Primavera

DESSERT CHOICES:

New York Style Cheese Cake with Strawberry Sauce

Assortment of Fresh Baked Cookies

Flourless Chocolate Torte with Berry Coulis

Marionberry Crisp with Hazelnut Oat Topping and Vanilla Sauce

Creme Brulee with Fresh Berries

Bread Pudding with Bourbon Caramel Sauce

Espresso Brownie with Frangelico Chocolate Sauce

Strawberry Shortcake

Carrot Cake

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Bar Selections

Bar set-up fee is \$50.00 per bar (fee waived with \$350.00 sale, per bar, per hour)

Minimum sale requirement is \$250.00 per bar, per hour

(Prices on this page subject to change)

Well Brands

"Monarch" Bourbon, Scotch, Gin, Vodka, Tequila, Brandy, & Rum

\$7.00

Call Brands

Monopolowa or Absolute Vodka, Bacardi, Malibu or Captain Morgan's Rum, Bombay Dry Gin, Jim Beam or Jack Daniels Whiskey, J&B Rare Scotch and Jose Cuervo Tequila

\$8.00

Premium Brands

Ketel One Vodka, Bombay Sapphire Gin, Maker's Mark or Jameson Whiskey, Crown Royal Canadian Blend, Hornitos Tequila, Johnnie Walker Red Scotch, Kahlua and Bailey's Irish Cream

\$10.00

House Wine by the Glass

Red, Blush or White

\$8.00

Domestic Beer

Selections May Include: Budweiser, Bud Light, Coors Light and O'Doul's (Non-alcohol)

\$5.00

Craft & Imported Beer

Selections May Include: Rogue Dead Guy, 10 Barrel Apocalypse IPA,

Widmer Hefeweizen, Corona, Heineken,

Omission Pale Ale and Spire Mountain Sparkling Pear Cider (gluten-free)

\$6.00

House Wine by the Bottle

Chardonnay, Pinot Gris and Pinot Noir

\$28.00

Champagne by the Bottle

\$20.00

***Please ask about Domestic Keg and Micro-Brew Keg pricing and availability,
Fourteen day (or more) advance notice is required.***

Prices are subject to change up to 90 days in advance of your event.

Add 20% service charge to all hosted items.

Best Western Plus Agate Beach Inn Catering Policies

We kindly ask you to read, sign and return the following Catering Policies with your signed Event Order:

1. All prices are guaranteed 90 days prior to the function. Any function booked beyond 90 days may be subject to price changes based on prevailing market costs.
2. We require a 72-hour guarantee of the number of people that will be in attendance for all food and beverage functions. This number will be considered a guarantee, not subject to reduction. The hotel will be prepared to serve 5% over the guarantee. All food charges are based on the guaranteed attendance or the actual number of guests served whichever is greater. When providing a split entrée selection, the higher priced entrée will prevail as the overall entrée cost. All entrees served over the guaranteed number will be at an appropriate meal surcharge (\$3 per breakfast, \$5 per lunch and \$7 per dinner)
3. Please note that a minimum attendance is required for some buffet selections and all buffets are priced for one hour of service.
4. No food or beverage of any kind may be brought into the hotel by patrons, guests, or invitees from the outside without the special permission of the hotel. The hotel reserves the right to charge accordingly for the service of such food and beverages.
5. The hotel specifically prohibits the removal of food from the hotel premises by the patron or any of the patron's guests or invitees. Any exception to this rule will be made at the discretion of Hotel Management only. In such cases, the hotel waives any liability whatsoever resulting from the transport; refrigeration or preparation of said food once it leaves the hotel premises or the food event has ended.
6. Payment shall be made in advance of the function unless credit has been established to the satisfaction of the hotel. Satisfactory arrangements include a valid credit card or completed credit application. Once credit is approved, via the credit application, the balance is due and payable 30 days after the date of the invoice. A credit application will be provided from a Catering or Sales Representative. Once your group's application has been approved, all catering charges can be direct billed. All requests for direct billing must be submitted and authorized by the Hotel Accounting office at least 45 days prior to the scheduled event.
7. A deposit is required to secure your catering event as a definite commitment, which will be applied toward your final bill at full value. If any catering function is to cancel within 90 days of the date of the function, the deposit shall then become the property of the hotel. Furthermore, any function which cancels 30 days or less prior to the booked date will be subject to a cancellation fee equal to the full room rental for the room held. Should any meal function be canceled less than 72 hours prior to the function, the client will be required to pay 100% of the estimated food revenue.
8. All catering arrangements and event planning must be established 30 days prior to arrival. Should the setup of the meeting room be changed per catering contract later than 24 hours prior to the function, a \$75.00 fee will be assessed.
9. We may impose a fee for any damaged or missing items provided by the hotel.
10. All displays or exhibits, if any, must conform to the City Code fire ordinance rules. The Hotel will not permit the affixing of anything to the walls, floors, or ceilings of rooms with nails, staples, or any substance unless the Sales or Catering Office, in writing, gives approval. In the event this is done without our authorization and any damage is suffered, the cost of repair and/or replacement will be billed to the patron.
11. The Hotel will not assume responsibility for damage or loss of any merchandise or articles left in the Hotel prior to, during or following the function. Any freight or shipping charges incurred as a result of materials, i.e., literature, audio/visual and/or video equipment, books, etc., being shipped to Best Western Plus Agate Beach Inn remains the sole responsibility of the conference, association or group. It is the client's responsibility to contact the freight carrier and properly pack and label all boxes to be shipped to the hotel, 2 days prior to the scheduled event.
12. Function rooms are assigned based on the projected number of persons expected. If actual guaranteed attendance decreases or increases, we reserve the right to change to a room suitable for that number of attendees. Requests for function space to be held on a 24-hour basis will be considered and may incur an additional charge.
13. The Hotel applies a mandatory 20% service charge to all food and beverage service, room rental charges, and set up fees.
14. All entertainment must be approved by hotel management prior to your event, for the comfort and consideration of all our hotel guests, any entertainment to continue past 10:00pm, must be approved by hotel management.

I have read and do hereby accept the above policies.

Signed: _____

Dated: _____

Audio Visual Equipment & Price List

Prices are per day. Inventory is limited and subject to availability.

<u>Item</u>	<u>Quantity</u>	<u>Cost</u>	<u>Exhibitor/Vendor or Auction Tables</u>
Screens			(6' or 8' table) \$25.00 each/day
Portable 6 x 6	3	\$10.00	includes (1) table, skirting,
Mounted 12 x 12 (or) 6 x 6	2/1	\$5.00	white tablecloth & chair
Tabletop 8 x 6	2	\$10.00	Exhibit 6' 20
35 MM Slide Projector w/Remote	1	\$25.00	Exhibit 8' 37
Overhead Projector Standard 3-M	2	\$25.00	<u>Tables included in your set up</u>
Web Camera on Tripod	1	\$50.00	(Includes one white cloth)
LCD Projector	2	\$150.00	Classroom Tables
LCD Projector with Laptop	1	\$200.00	18" x 6' 20
Projector Stand	1	\$5.00	18" x 8' 37
32" TV Monitor on Stand	1	\$25.00	Round Tables 34
DVD w/ 35" TV Monitor	1	\$45.00	½ Round Table 2
Lavaliere Microphone (cordless)	1	\$50.00	Serpentine Table 8
Cordless Handheld Microphone	2	\$50.00	Rectangular Tables
Corded Handheld Microphone	5	\$15.00	3' x 6' 20
Microphone Stand	2	No Charge	3' x 8' 28
Standing Podium	2	No Charge	<u>Table Skirting</u>
Tabletop Lectern	1	No Charge	Black, White, Maroon or
Flip Charts w/Pad and Markers	2	\$15.00	Navy Blue
Cork Message Board	2	No Charge	<u>Linens</u>
Easel	4	No Charge	Please ask about available colors.
White Board w/Markers	3	\$5.00	(White Tablecloths with light blue,
Riser 8 x 6 Sections w/2 access ramps	6	No Charge	mint green or navy-blue Napkins are
Dance Floor- 40 pieces			included in your set-up)
Largest 24 x 24 (3 x 3 Sections)		\$100.00	Additional colors available at an
Coat Rack	1	No Charge	additional cost.
American/State Flag	1 each	No Charge	Tablecloths: \$4.00 each
Extension Cord	10	\$5.00	Napkins: \$0.50 each
Surge Protector	8	\$5.00	Chair Covers: \$7.00 each
Speaker Phone	2	\$50.00	(Champagne only)
Phone Line (per room)	1	No Charge	
Basic AV Package		\$15.00	<u>Decorations</u>
(Screen, Corded Mic, AV table)			Please ask about our complimentary
			Centerpieces or you may bring your
			own; to match your theme.
Dedicated AV Tech		\$35.00 per hour (2-hour min.)	

2020-2021 OAMR Conference Committee

Conference Committee Assignments

Chair – 1st Vice President: Cathy Nelson, CMC – Harrisburg

Subcommittees:

Conference Materials:

Mary Dibble, MMC – Albany (Co-Chair)

Allison Liesse, CMC – Albany (Co-Chair)

Kathy Payne, MMC – St. Helens

Katie Scott - Sublimity

Lisa Scholl, CMC – St. Helens

Gloria Tucker – Newport

Facility:

Nichole Morris, MMC – Tualatin (Chair)

Michele Eldridge, CMC – Harrisburg

Linda Galeazzi, CMC – Salem Mass Transit

Susan Reeves, MMC – Scappoose

Jackie Sims, CMC – Oakridge

Ruth Ann Stellmacher, CMC – Salem

Gloria Tucker - Newport

Angela Watson – Jacksonville

Hospitality/Transportation/Publicity

Karin Johnson, MMC – Independence (Co-Chair)

Ruth Post, MMC – Philomath (Co-Chair)

Anna Ruggles, CMC – Forest Grove

Registration/Information

Deanna Casey, MMC – Central Point (Chair)

Laurel Casey – Oak Lodge Water Service District

Michelle Fox, CMC – Athena

Salli Hysell – Halfway

Sheila Jaspersen – Weston

Susan Reeves, MMC – Scappoose

Dawn Russ – Glendale

Jackie Sims, CMC – Oakridge

Ronnie Smith – King City

Melissa Thompson-Kiefer, CMC - Nehalem

Angela Watson – Jacksonville

Carol Weir, MMC – Rogue River

Special Events

Susan Reeves, MMC – Scappoose (Chair)

Stephanie Borst, CMC – Vernonia

Kayla Duddy, CMC – Bend

Sammy Egbert - Coburg

Michele Eldridge, CMC – Harrisburg

Melanie Masterfield – Sutherlin

Heather Pierson, CMC – Woodburn

Jackie Sims, CMC – Oakridge

Roberta Tharp, CMC - Creswell

Carol Weir, MMC – Rogue River

Special Events/Honored Guests

Peggy Hawker, MMC – Newport (Chair)

Karin Johnson, MMC - Independence

Angie Lanter, MMC – Banks

Lisa Scholl, MMC – St. Helens

Sponsors/Vendor

Kayla Duddy, CMC – Bend (Co-Chair)

Ronnie Smith – King City (Co-Chair)

Jackie Sims, CMC - Oakridge

Roberta Tharp, CMC - Creswell

Melissa Thompson-Kiefer, CMC - Nehalem

Carol Weir, MMC – Rogue River





Activities	Lower Risk	Moderate Risk	High Risk	Extreme Risk
Social and At-Home Gathering Size — Indoor	Max 10, recommended limit 4 households	Max 8, recommended limit 2 households	Max 6, recommended limit 2 households	Max 6, recommended limit 2 households
Social and At-Home Gathering Size — Outdoor	Max 12	Max 10	Max 8	Max 6, recommended limit 2 households
Eating and Drinking Establishments	Indoor Dining available at 50% capacity, 12:00a Close, Outdoor Dining 300 cap, max 8 per table.	Indoor Dining available at 50% capacity or a max 100 (whichever is smaller), max 6 per table. 11:00p Close, Outdoor Dining 150 cap, max 8 per table	Indoor dining available, not to exceed 25% capacity, max 50 capacity, 11:00p Close Outdoor Dining Available, max capacity 75, max 6 per table, limit 2 households	Takeout highly recommended. Outdoor dining, max 50 capacity, 11:00p Close, max 6 per table, limit 2 households
Indoor Recreation and Fitness Establishments (includes gyms, fitness organizations, indoor recreational sports, indoor pools, indoor K-12 sports, indoor collegiate sports, indoor personal training, indoor dance)	Max 50% capacity	Max 50% capacity or 100 total (whichever is smaller)	Max 25% capacity or 50 total (whichever is smaller)	Prohibited
Indoor Entertainment Establishments (includes aquariums, indoor theaters, indoor arenas, indoor concert halls, indoor gardens, indoor museums, indoor entertainment activities of any kind, indoor event spaces)	Max 50% capacity	Max 50% capacity or 100 total (whichever is smaller)	Max 25% capacity or 50 total (whichever is smaller)	Prohibited
Retail Stores (includes Farmers' Markets, Grocery Stores, Convenience Stores and Pharmacies)	Max 75% of capacity, encourage curbside pick-up	Max 75% of capacity, encourage curbside pick-up	Max 50% of capacity, encourage curbside pick-up	Max 50% of capacity, encourage curbside pick-up
Indoor and Outdoor Shopping Centers/Malls	Max 75% of capacity, encourage curbside pick-up	Max 75% of capacity, encourage curbside pick-up	Max 50% of capacity, encourage curbside pick-up	Max 50% of capacity, encourage curbside pick-up
Faith Institutions, Funeral Homes, Mortuaries, Cemeteries	Indoor max 75% capacity 300 outdoor	Indoor max 50% capacity or 150 total (whichever is smaller), 250 outdoor	Indoor max 25% capacity or 150 total (whichever is smaller), 200 outdoor	Indoor max 25% capacity or 100 total (whichever is smaller), 150 outdoor
Offices	Limited office work available	Recommend remote work if able	Recommend remote work if able	Require remote work if able, close offices to the public
Outdoor Recreation and Fitness Establishments (includes outdoor gyms, outdoor fitness organizations, outdoor recreational sports, outdoor pools, outdoor parks and hiking trails, outdoor campsites, outdoor K-12 sports, outdoor collegiate sports, outdoor personal training, outdoor dance)	Max 300	Max 150	Max 75	Max 50
Outdoor Entertainment Establishments (includes Zoos, outdoor gardens, outdoor aquariums, outdoor theaters, outdoor stadiums, outdoor event spaces, outdoor arenas, outdoor concert halls, outdoor entertainment activities of any kind)	Max 300	Max 150	Max 75	Max 50
Personal Services	Allowed	Allowed	Allowed	Allowed
Long-Term Care	Visitation allowed	Visitation allowed	Visitation allowed	Outside visitation only

- All activities are subject to more detailed, sector-specific guidance.
- Subject to more detailed sector-specific guidance, all activities assume mask usage, minimum physical distancing, provisions for hand hygiene and enhanced cleaning protocols.
- Congregate homeless sheltering, Youth Programs, Childcare, K12 Schools, Higher Education, Drive In Operations and current Division 1 and Professional Athletics exemptions operate under sector specific guidance for all risk levels.

Document accessibility: For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille Contact the Health Information Center at 1-971-673-2411, 711 TTY or COVID19.LanguageAccess@dhsosha.state.or.us