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## Special Function Request Form

*(Please type or print)*

**Diocese or Group:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City and State:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_  
*(Where you can be reached during the day)*

**Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**WE WOULD LIKE TO MAKE ARRANGEMENTS FOR:** *(Please check the appropriate option)*

**Breakfast Meeting**

**Meeting Room (No Meals)**

**Luncheon**

**Other (Please specify)**

**Dinner**

\_\_\_\_\_

**WE WOULD PREFER:** *(Please note 1<sup>st</sup> and 2<sup>nd</sup> choice)*

\_\_\_\_\_ **JW Marriott**

\_\_\_\_\_ **Marriott Hotel**

\_\_\_\_\_ **The Westin Hotel**

**Date(s):** \_\_\_\_\_

**Alternate Date(s):** \_\_\_\_\_

**Time From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **# of Persons:** \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO: ECGC2012 Meetings**

General Convention Office

815 2<sup>nd</sup> Avenue

New York, NY 10017

Telephone: (212)716-6329 / (800)334-7626 x6329

Fax: (212)972-9322

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