



## IAAP Summit Awards Gala Group Table Reservation Form

Reserve a table for the Awards Gala  
at IAAP Summit and support IAAP Foundation.

[www.iaap-foundation.org](http://www.iaap-foundation.org)

### Awards Gala Group Table Reservation details:

- 50 reserved tables will be available in the main hall.
- Each table seats 10.
- Cost to reserve a table is \$150; this donation amount does not cover the Awards Gala: Dinner & Party tickets.
- One Awards Gala ticket is included in the Premium meeting package; a guest ticket is \$125.
- Tables will be assigned on a first-come, first-served basis with table assignments sent approximately one week before IAAP Summit.
- No partial table reservations will be allowed.
- **Only one contact person per table please;** responsible for informing tablemates of the table assignment.
- Reserved tables are limited and may sell out prior to the deadline.
- Submit your completed form no later than **July 1**. Based on availability, purchases may also be made on-site at IAAP Summit. Table placement is based on date the form is received.

To receive a charitable donation receipt, send your completed form and payment to IAAP Foundation at [foundation@iaap-hq.org](mailto:foundation@iaap-hq.org). If paying by check, mail completed form and check to IAAP Foundation, 10502 N. Ambassador Dr., Suite #100, Kansas City, MO 64153-1291. For questions about reserving a table, please email [foundation@iaap-hq.org](mailto:foundation@iaap-hq.org).

### Table Contact Person

Name: \_\_\_\_\_ Member ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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Total Enclosed in U.S. dollars \_\_\_\_\_ Date \_\_\_\_\_

Check or Money Order Number \_\_\_\_\_

Credit Card:  Visa  MasterCard  Discover  American Express

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CSC Code \_\_\_\_\_

Name as it appears on card \_\_\_\_\_ Billing ZIP/PC \_\_\_\_\_

Authorized Signature (required for processing) \_\_\_\_\_



All proceeds benefit the IAAP Foundation and impact the future of the administrative profession through innovative research, educational and professional development opportunities, and affordable housing initiatives. [www.iaap-foundation.org](http://www.iaap-foundation.org)