



**Mandarin Oriental
Washington, D.C.
Event Management Resume**

Event Dates: November 12, 2014 - November 15, 2014
Event Manager: Andrea Peterson
Sales Manager: Caitlin Nicholson

GENERAL INFORMATION

GROUP RESUME

NAME OF MEETING: Democracy Alliance - DO NOT POST / CONFIDENTIAL

ORGANIZATION: Democracy Alliance

DATES OF MEETING: November 12, 2014 - November 15, 2014

PRE-CONFERENCE MEETING: Wednesday, 11/12 at 10am in Gallery

ON SITE CONTACT/TITLE: Mr. Ryan Rodriguez, Vice President, Partner Engagement

ON SITE CONTACT PHONE NUMBER: +1-202-717-8550

GROUP CODE: 46F3O3

OVERALL VALUE OF PROGRAM: \$275,000

GROUP PROFILE:

- Welcome Back! A partnership of high net worth progressive philanthropists and leaders of more than 25 of the progressive movement's most prestigious organizations. This is 7th time we have hosting the conference and a 2015 contract is in the works.

CONTRACTED ROOM RATES

Staff Rate (30 nights) @ \$275.00
 Staff Rate (30 nights) @ \$195.00
 Deluxe Rooms @ \$355.00
 Tai Pan @ \$455.00
 Suites @ \$525.00
 Suites (3) @ \$355.00

- The above rates may be offered 3 days pre and post your event based on rate availability.
- The above rates are subject to a 14.5% local occupancy tax.
- 10% Commissionable to Retreats Resources.

Pick up as of November 12, 2014

	DAY AND DATE	ARR	DPT	PICK UP	CONTRACT
	Monday, 11/10	4	-	4	10
	Tuesday, 11/11	19	-	23	50
MAIN ARRIVAL	Wednesday, 11/12	93	-	116	120
	Thursday, 11/13	9	-	125	115
	Friday, 11/14	-	9	116	90
MAIN DEPARTURE	Saturday, 11/15	-	110	6	-
	TOTALS	-	-	393	385

VIP GUESTS

Name/Title	Arrival (ETA)	Departure (ETD)	Room Type	Preferences Amenity
*Mr. Ryan Rodriguez (On-site Contact)	11/11	11/15	Deluxe Double	AAA+FL

CONCESSIONS

- 1 per 50 for every fifty actualized, not to include staff rooms at a lower rate. To be applied to the master account.
- Complimentary Internet Access for all guestrooms
- 3 upgrades to Suites at the group rate
- 1 complimentary room for meeting planner- not to exceed 4 nights.
- 10 staff rooms at \$275, not to exceed 30 room nights
- 10 staff rooms at \$195, not to exceed 30 room nights
- Group rate extended pre / post based on availability
- 15% off 50 minute treatments in the spa

RESERVATIONS

- Reservation made via Rooming List
- Please upgrade VIP's if available.
- Staff Rated Rooms have been assigned. Please refer to the specifics of the reservation. Do not change rate without authorization on a staff rated room.
- 3 Suite Upgrades

- ✓ TBD
- ✓ TBD
- ✓ TBD

FRONT OFFICE / GUEST RELATIONS

- NO WALK GROUP
- Please deliver in house rooming list and no show report to client daily in Hirshhorn.
- Please advise all guests that they DO HAVE complimentary internet.
- Please direct guests to registration in Mandarin Foyer.
- Guests will arrive individually and check in at the reception desk.
- Please see Post Event page for billing details.
- Front Desk to hand out Spa Vouchers

BELLDISK

- Bellman gratuity is at the guest discretion.
- Box handling fees at \$5.00 per small box and \$10.00 per large box.
- **DOORMAN REQUIRED:**
 - ✓ **Friday, 11/14** from 6pm-6:30pm on the Ballroom Level for group departures.

FRONT DRIVE / TOWNPARK

- Please anticipate individual arrivals and departures-heavy cabs for the group overall.
- **BUS TRANSFERS:**
 - ✓ **Friday, 11/14:** Guests will depart at 5:30pm from Ballroom Level to Newseum and will return via shuttles from 9:00pm- 10:30pm to the Ballroom Level.
- 50 x Daily Parking Vouchers are required. Please post \$30.00 per car to the Master Account. The group will use at their discretion

PBX OPERATIONS

- All calls are transferred to the guest room and if the guest is unavailable, a written message or voice mail will be offered.
- The staff office has a direct line- 202-787-6905. Please transfer any information calls to this line.
- Faxes should be delivered to guest rooms upon receipt.

HOUSEKEEPING

- Housekeeping gratuities are at the guest's discretion.
- Mandarin Oriental, Washington DC is a non-smoking hotel. If a guest chooses to smoke in their room, they will be charged a service fee of \$250 USD per room & \$500 USD per suite for violation.

EVENT CONCIERGE

- Boxes are expected. Please have delivered to Hirshhorn. Many items will be couriered over or staff will bring on own.
- Please ensure client receives 6 keys for the office in Hirshhorn. + Free

BANQUETS

- Please refer to BEO's for meeting details.
- All Banquet checks to be signed by client on a Daily Basis

SPA/FITNESS

- Front desk to hand out Spa Vouchers to the entire group.
- All changes, additions and cancellations must be conveyed to the Spa no later than 24 hours prior to the scheduled time. If the Spa does not receive notification, the full amount will be charged. **ALL NO SHOWS OF SCHEDULED EVENTS WILL BE CHARGED TO THE INDIVIDUAL'S GUEST ROOM FOLIO OR MASTER ACCOUNT, DEPENDING ON THE BILLING ESTABLISHED.**

F & B OUTLETS

In Room Dining:

- Please see VIP section for amenity requirements.
- Minimal Activity should be seen from the group as they do have full meal events for the duration of the program.

MUZE / CityZen / Empress Lounge/ Tai Pan:

- Empress Lounge will be the unofficial hospitality lounge for the group. All guests are on for charges but many will meet in the lounge throughout the program.

SECURITY REQUIREMENTS

- The group is extremely confidential and private.
- Hirshhorn Room will be used as an office. Client will have keys to this room and it should be kept locked for the duration of their program Monday 11/10 at 6pm through Saturday 11/15 at noon.
- Group will provide their own security for production equipment. They have also hired their own security to patrol the perimeter of the group's space and will not need security staffing from the hotel.
- Please ensure client receives 6 keys for the office in Hirshhorn.

SHIPPING/RECEIVING

- Boxes are expected. Please have delivered to Hirshhorn. Many items will be couriered over or staff will bring on own.

AUDIO VISUAL

- Please refer to PSAV Contracts for details.
- Guest is bringing multiple vendors to produce the meeting. Ben Moore- 917.991.6842 is main point of contact for all vendors.
- **LOAD IN:** Wednesday, 11/12 at 7am.
- **LOAD OUT:** Saturday, 11/15 at 12 noon

IT

- The group has complimentary internet in their guestrooms.

BUSINESS CENTER

- Please anticipate activity from this group. Ensure that items are signed off by an authorized signer.

OUTSIDE RENTALS:

- Party Rentals to supply linen
- Florals from Erik Duran
- Shredder Boxes from Eco Shred

GUEST ROOM ATTRITION

- Hotel agrees to allow for a 20% decrease in each of the Room Night Revenue provided the Group makes a written request for that decrease between the date of the contract and 30 days prior to the Group's arrival date. At the conclusion of the Event, hotel will subtract the actual rooms revenue from the Event (excluding revenue from pre and post program stays) and the amount of any permitted attrition from the Room Night Revenue set forth above. Any remaining amount will be posted as a charge to Group's master Account, plus applicable taxes. Additionally, at the conclusion of the Event, Hotel will subtract the actual banquet food & beverage revenue set for the above. Any remaining amount will be posted as a charge to Group's master Account, plus applicable taxes, gratuities and service charges.

FOOD AND BEVERAGE MINIMUM:

- It has been mutually estimated that the catered food & beverage revenue will be \$100,000.

ACCOUNTING

- No show reservations should be charged to the method of payment on file for the guest.
- Guest rooms which are not canceled within a (24) hour period prior to arrival date will be billed to the method of payment on file for the guest
- Attrition charges based on the contractual agreement will be charged to your master account at the time of final billing, if applicable.
- A cash advance and a gift certificate have been requested. Accounting is processing the requests.
- Please refer to the group billing instruction for detail.
- All guest room billing instructions are to be reviewed with client prior to departure. Please arrange a time with Mr Ryan Rodriguez to review the Master Account and have guest room billing instructions approved by signatory.
- Client prefers to have a hardcopy of the final bill emailed.

POST EVENT

POST CONFERENCE MEETING: Senior Management to coordinate with client on-site.

BILLING ADDRESS: Final bill to be sent to **client** at address below:

Mr Ryan Rodriguez
Suite 425
1575 Eye Street, NW
Washington, DC 20005
+1-202-717-8550
rrodriguez@democracyalliance.org

TELEPHONE

EMAIL:

CHARGE TYPE	BILLING INSTRUCTIONS	COMMENTS
MASTER ALL CHARGES	46F3O3	For the following guests ONLY : Julie Kohler and Ryan Rodriguez
INDIVIDUAL PAYS OWN	ON OWN	For the large majority of the group. Please refer to billing instructions on each individual folio.
Banquets	46F3O3	
Audio – Visual	46F3O3	
Security Guards	46F3O3	\$45.00 per guard per hour
Luggage Handling Gratuities	At guest discretion	\$10.00 per person round trip
Guest Services Room Drop	46F3O3	\$4.00 per room – inside room (up to 2 pieces) \$2.00 per room – under door
Housekeeping	At guest discretion	\$5.00 per room per day \$250.00 per room – furniture removal
Communications	ON OWN	
Internet Access	COMP	
Spa Services	ON OWN	
In-Room Dining	ON OWN	
Sou' Wester	ON OWN	
Empress Lounge	ON OWN	
Business Center	ON OWN	
Box Handling	46F3O3	\$10.00 per box; \$250.00 per pallet

Box Handling (Bellman)	46F303	\$5.00 per small box, \$10 per large box
Overnight Parking	ON OWN	\$42.00 per car
Valet Parking for Daily Guests	ON OWN	\$30.00 per car

AUTHORIZED SIGNATURES:

Mr. Ryan Rodriguez

MEETING AGENDA

Date	Start Time	End Time	Description	Room	Setup	Guar	Room Rental
11/10/2014	6:00 PM	11:59 PM	Office	Hirshhorn	Office		5,000.00
11/11/2014	6:00 AM	11:59 PM	Office	Corcoran	Existing		
11/11/2014	6:00 AM	11:59 PM	Office	Hirshhorn	Existing		
11/12/2014	6:00 AM	11:59 PM	Partner Resource Room	Freer	Office		
11/12/2014	6:00 AM	11:59 PM	Office	Hirshhorn	Office		.00
11/12/2014	7:00 AM	2:00 PM	Load IN	Grand Ballroom AB & Foyer			
11/12/2014	8:00 AM	9:30 AM	Staff Breakfast	Hirshhorn	Existing		
11/12/2014	8:00 AM	11:59 PM	Meeting Room	Corcoran	Conference		.00
11/12/2014	11:30 AM	1:30 PM	Committee on States	Portrait	Conference		
11/12/2014	12:00 PM	1:30 PM	Staff Lunch	Portrait	Flow		
11/12/2014	2:00 PM	3:30 PM	DA Board Meeting	Portrait	Conference		
11/12/2014	2:00 PM	3:30 PM	Break	Portrait	Flow		
11/12/2014	2:00 PM	5:30 PM	SET UP	Grand Ballroom BC & Foyer			.00
11/12/2014	2:00 PM	11:59 PM	Hold	Grand Ballroom			
11/12/2014	4:30 PM	5:30 PM	Partner Caucus- Impartial State Courts	Portrait	Theatre		
11/12/2014	5:30 PM	7:00 PM	Welcome Reception	Grand Ballroom BC & Foyer	See Floor Plan		.00
11/12/2014	6:45 PM	11:59 PM		Grand Ballroom A & Foyer			.00
11/12/2014	7:00 PM	9:00 PM	Welcome Dinner	Grand Ballroom BC & Foyer	Rounds		.00
11/12/2014	7:00 PM	11:59 PM		Portrait			.00
11/12/2014	6:00 AM	11:59 PM	Office	Hirshhorn	Office		.00
11/13/2014	6:00 AM	11:59 PM		Grand Ballroom			300.00
11/13/2014	7:00 AM	11:59 PM	Space Add On	Arena			
11/13/2014	7:00 AM	11:59 PM	POP UP MEETING ROOM	Portrait	Conference		
11/13/2014	7:45 AM	9:30 AM	Breakfast Discussions	Grand Ballroom Foyer	Flow		.00
11/13/2014	8:00 AM	11:30 AM	Morning Sessions	Grand Ballroom BC & Foyer	See Floor Plan		.00
11/13/2014	8:00 AM	12:00 PM	ADD ON SPACE	Oriental Ballroom C & Foyer			1,000.00
11/13/2014	8:00 AM	5:00 PM		Garden I & Foyer	Theatre		
11/13/2014	8:00 AM	5:00 PM		Garden II & Foyer	Theatre		
11/13/2014	8:00 AM	11:59 PM		Corcoran	Conference		.00
11/13/2014	8:00 AM	11:59 PM	Partner Resource Room	Freer	Office		.00
11/13/2014	8:00 AM	11:00 AM	ADD ON SPACE	Oriental Ballroom B & Foyer			500.00
11/13/2014	9:30 AM	11:30 AM	Break	Grand Ballroom Foyer	Flow		.00
11/13/2014	11:30 AM	1:30 PM	Break Station	Grand Ballroom Foyer	Flow		.00
11/13/2014	11:30 AM	1:30 PM	Lunch Discussion	Grand Ballroom BC & Foyer	Existing		.00
11/13/2014	11:45 AM	1:30 PM		Grand Ballroom Foyer	Flow		.00
11/13/2014	1:30 PM	3:30 PM	Break Station	Grand Ballroom BC & Foyer	Existing		.00
11/13/2014	2:00 PM	3:30 PM		Grand Ballroom Foyer	Flow		.00
11/13/2014	3:30 PM	5:30 PM	Break Station	Grand Ballroom Foyer	Flow		.00
11/13/2014	4:00 PM	7:00 PM	Partner Meeting	Grand Ballroom A & Foyer	Theatre		.00
11/13/2014	7:00 PM	9:00 PM	Dinner	Grand Ballroom BC & Foyer	Rounds		.00
11/13/2014	6:00 AM	11:59 PM	Office	Hirshhorn	Office		.00
11/14/2014	6:00 AM	11:59 PM		Grand Ballroom			.00
11/14/2014	6:00 AM	11:59 PM	Add On Space	Oriental Ballroom B & Foyer			500.00
11/14/2014	7:00 AM	5:00 PM	POP UP MEETING ROOM	Portrait	Conference		
11/14/2014	7:00 AM	11:59 PM	Pop Up Meeting Room	Corcoran	Conference		.00
11/14/2014	7:00 AM	11:59 PM	Partner Resource Room	Freer	Existing		
11/14/2014	7:00 AM	11:59 PM	Add On Space	Arena			200.00
11/14/2014	7:45 AM	9:30 AM	Breakfast Discussions	Grand Ballroom Foyer	Flow		.00
11/14/2014	8:00 AM	9:00 AM	Breakfast Session-	Grand Ballroom A & Foyer	Crescent		
11/14/2014	8:00 AM	11:00 AM	Beverage Station	Freer	Existing		
11/14/2014	8:00 AM	4:00 PM	ADD ON SPACE	Oriental Ballroom C & Foyer			1,500.00
11/14/2014	8:00 AM	5:00 PM		Garden I & Foyer	Theatre		.00
11/14/2014	8:00 AM	5:00 PM		Garden II & Foyer	Theatre		.00
11/14/2014	8:00 AM	5:00 PM		Grand Ballroom BC & Foyer	Existing		.00
11/14/2014	9:00 AM	10:00 AM	Breakfast Plenary	Grand Ballroom Foyer	Flow		.00
11/14/2014	9:00 AM	3:30 PM	Snacks Placed On Tables	Grand Ballroom Foyer	Flow		.00
11/14/2014	9:30 AM	11:30 AM	Break	Grand Ballroom Foyer	Flow		.00
11/14/2014	10:30 AM	11:00 AM	Creating the Economy	Grand Ballroom BC & Foyer	Existing		.00

11/14/2014	11 30 AM	2 00 PM	Break Station	Grand Ballroom Foyer	Flow	00
11/14/2014	12 30 PM	1 30 PM	PLATED LUNCH	Grand Ballroom BC & Foyer	Existing	00
11/14/2014	12 30 PM	2 00 PM	Lunch Discussion	Grand Ballroom BC & Foyer	Existing	00
11/14/2014	2 00 PM	4 00 PM	Break Station	Grand Ballroom Foyer	Flow	00
11/14/2014	2 30 PM	3 30 PM	Policy Spotlight	Grand Ballroom BC & Foyer	Crescent	00
11/14/2014	4 00 PM	5 30 PM	DA Business Session	Grand Ballroom BC & Foyer	Crescent	00
11/14/2014	4 00 PM	5 30 PM	Break	Grand Ballroom Foyer	Buffet Set	00
11/14/2014	4 00 PM	7 00 PM	Business Meeting	Grand Ballroom A & Foyer	Flow	00
11/14/2014	7 00 PM	9 00 PM	Dinner in the Crosshairs	Grand Ballroom BC & Foyer	Existing	00
11/15/2014	6 00 AM	5 00 PM	Office	Hirshhom	Office	00
11/15/2014	6 00 AM	7 00 PM		Grand Ballroom		00
11/15/2014	7 00 AM	12 00 PM	Add On Space	Arena		00
11/15/2014	7 00 AM	12 00 PM	Add On Space	Freer		200 00
11/15/2014	7 00 AM	12 00 PM	Add On Space	Corcoran		200 00
11/15/2014	7 00 AM	12 00 PM	Add On Space	Sackler		200 00
11/15/2014	7 00 AM	12 00 PM	Add On Space	Portrait		200 00
11/15/2014	8 00 AM	9 30 AM	Breakfast Buffet	Grand Ballroom Foyer	Flow	00
11/15/2014	8 00 AM	11 30 AM	Caucus Meetings	Grand Ballroom B & Foyer	Classroom	
11/15/2014	8 00 AM	11 30 AM	Caucus Meetings	Grand Ballroom C & Foyer	Classroom	
11/15/2014	8 00 AM	12 00 PM	Break Station	Grand Ballroom Foyer	Flow	
11/15/2014	8 00 AM	12 00 PM	ADD ON SPACE	Oriental Ballroom C & Foyer		750 00
11/15/2014	8 00 AM	1 00 PM		Gallery	Theatre	00
11/15/2014	11 00 AM	1 30 PM	Break	Grand Ballroom Foyer	Existing	00
11/15/2014	11 00 AM	5 00 PM	Latino Engagement	Grand Ballroom A & Foyer	Crescent	00
11/15/2014	1 30 PM	2 30 PM	Lunch	Grand Ballroom Foyer	Rounds	00