MONTRÉAL 2022
104th Lions Clubs International Convention

Delegation Event Guidelines and Event Request From

Delegation events – breakfasts, hospitalities, and receptions – are an important part of the international convention. Attached is the form to request space for these activities. When planning your events and requesting space, please consider:

- LCI will do its best to secure function space at your venue of choice, however this is not guaranteed, and we will advise you if we need to use an alternative venue for your event.
- LCI can only assign space at the official delegation hotels and venues.
- Function space, if available, will be provided on a complimentary basis from June 24–June 28, 2022. Request for space outside of these dates are subject to availability and may incur a rental fee.
- Any costs incurred for catering, AV equipment, special décor, etc., are the sole responsibility of the delegation.
- Catering is provided through the venue and rarely will they allow for any outside items to be brought on to their property due to health and liability concerns. Should you receive approval from the venue to bring in any outside food and beverage items, additional service charges, cutting fees, display charges, and/or corkage fees may be charged to the delegation.
- Function space for storage of parade and campaign material will be approved if space is available once all delegation events are confirmed.
- Only delegation breakfasts are listed in the official convention program, and they must be received by *March 11, 2022*, to meet printing and translation deadlines.
- LCI is required by contract to return all unassigned function space to the hotels by **March 31, 2022**. Requests for space received after this date are subject to venue availability and may incur a rental fee.

An authorized representative should complete the Delegation Events Form that follows. LCI will issue a written confirmation that will include the venue's contact information and representative's name so you can work directly with them to finalize your arrangements.

Please return your completed form to convention@lionsclubs.org.

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DELEGATION EVENTS FORM

Complete this form to request space for activities planned by your delegation - breakfasts, meetings, receptions and hospitality rooms. Please email completed form to: convention@lionsclubs.org no later than **April 16, 2022**.

Type or Print

Name _____

District _____ Title _____

Address _____

City, State/Province, Zip/Postal Code, Country _____

Phone _____ Email _____

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1. Event Name: _____

Day/Date _____ Time _____ Day/Date _____ Time _____
First Choice Second Choice

Length of time required _____ Approximate Attendance _____ Room Set-up Select one

Venue Preference _____

Describe Food & Beverage Requirements _____

Describe A/V Equipment Requirements _____

Additional Comments _____

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2. Event Name: _____

Day/Date _____ Time _____ Day/Date _____ Time _____
First Choice Second Choice

Length of time required _____ Approximate Attendance _____ Room Set-up Select one

Venue Preference _____

Describe Food & Beverage Requirements _____

Describe A/V Equipment Requirements _____

Additional Comments _____

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3. Event Name: _____

Day/Date _____ Time _____ Day/Date _____ Time _____
First Choice Second Choice

Length of time required _____ Approximate Attendance _____ Room Set-up Select one

Venue Preference _____

Describe Food & Beverage Requirements _____

Describe A/V Equipment Requirements _____

Additional Comments _____

4. Event Name: _____

Day/Date _____ Time _____ Day/Date _____ Time _____
First Choice Second Choice

Length of time required _____ Approximate Attendance _____ Room Set-up Select one

Venue Preference _____

Describe Food & Beverage Requirements _____

Describe A/V Equipment Requirements _____

Additional Comments _____

For Internal Use only: