



**Sheraton Inn**

SHERATON HOTELS & INNS WORLDWIDE

2716 W. MACARTHUR DRIVE  
ALEXANDRIA, LA. 71301-2698  
TELEPHONE (318) 487-4261

SEPTEMBER 16, 1986

PAULA CALLAIS  
WILDLIFE & FISHERIES  
PO BOX 15570  
BATON ROUGE, LA. 70895

DEAR PAULA:

THANK YOU FOR SELECTING THE SHERATON INN - ALEXANDRIA FOR YOUR UPCOMING FUNCTION.

SPACE HAS BEEN RESERVED FOR YOUR MEETING WHICH IS SCHEDULED TO BE HELD ON TUESDAY, SEPTEMBER 30, 1986, FROM 7:00 PM UNTIL 10:00 PM. THE ROOM WILL BE SET UP THEATRE STYLE FOR 100 PERSONS WITH A HEAD TABLE FOR 7. THE COST FOR THE USE OF THE ROOM IS \$100.00 PLUS TAX.

IF YOU DECIDE THAT YOU WOULD LIKE COFFEE AND COLD DRINKS SERVED, JUST LET ME KNOW AND WE'LL HAVE IT SET UP. COFFEE IS \$10.50 PER GALLON AND COLD DRINKS ARE \$1.00 EACH, BOTH PLUS 15% SERVICE CHARGE AND 6% TAX.

PAULA, I AM LOOKING FORWARD TO WORKING WITH YOU THIS MONTH. IF I CAN BE OF ANY FURTHER SERVICE TO YOU, PLEASE FEEL FREE TO GIVE ME A CALL.

IF THE ABOVE ARRANGEMENTS ARE SATISFACTORY, PLEASE SIGN THE ENCLOSED COPY OF THIS LETTER AND RETURN IT TO THIS OFFICE AS YOUR DEFINITE CONFIRMATION.

SINCERELY,

DEBBYE SMITH  
FUNCTIONS COORDINATOR

DS  
ENCL: LETTER (COPY)

SHERATON INN

DAY TUESDAY DATE SEPTEMBER 30, 1986 TIME 7:00 PM

FUNCTION MEETING ROOM PINEVILLE

GROUP WILDLIFE & FISHERIES

NAME PAULA CALLAIS PHONE 504-342-5878

ADDRESS PO BOX 15570 - BATON ROUGE, LA. 70895

BILL TO ABOVE

ROOM RENTAL \$100.00 MISC. CHARGE \_\_\_\_\_ FOLIO # 1474

PERSONS 100 GUARANTEE \_\_\_\_\_ ARRANGED BY DS

DETAILS

7:00 PM - 10:00 PM

THEATRE STYLE  
HEAD TABLE FOR 7  
TABLETOP PODIUM w/MIKE  
WATER ON HEAD TABLE

MENU

NONE

