



11-9-1993

Note to Kathy Heberer regarding SEAALL materials, November 9, 1993

Pam Williams

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LEGAL INFORMATION CENTER

UNIVERSITY OF FLORIDA
COLLEGE OF LAW

GAINESVILLE, FL 32611
904/392-0417

FACSIMILE TRANSMISSION COVER SHEET

DATE 11-9-93

TO: Kathy Heberer
407/423-3397

FROM: Pam Williams

Number of pages (including cover sheet): 5

Facsimile Operator:

If there is a problem with this transmission, please call (904) 392-0425 as soon as possible.

Our return fax number is: (904) 392-5093

Kathy, wanted to give you a copy of these.

PRELIMINARY SCHEDULING FORM FOR MEETINGS AND FUNCTIONS
AMERICAN ASSOCIATION OF LAW LIBRARIES, 1994 ANNUAL MEETING
Seattle, Washington, July 9 - 16, 1994

Please Type or Print

Name of Organization/Group: SEALL

Name of Person Responding: Pamela Williams

We WILL WILL NOT be holding a function at the 1994 Annual Meeting.

Please schedule: Business Meeting Only
 Business Meeting with Food/Beverage Service
 Food and Beverage Function Only

Function should be listed in Preliminary and Final Programs as: SEALL Business Meeting

Preferred date and time for meeting/event: Monday, 7/11/94 at 5:00 PM to 6:00 PM
(day and date) (start time) (end time)

*Alternative Day, Date, and Time: _____

Anticipated Number in attendance: 50

Room set-up (See enclosed sheet for explanation)

CHECK ONE:

- Conference Style Reception School Room Style Rounds for Food Function)
- Theater Style Other (draw diagram & attach)

Head table required: YES If yes, how many at Head Table? 5 NO

Microphone required in the meeting room: YES (Check below) NO

Microphone on stand Table podium with microphone Microphone on freestanding podium Table Microphone(s)
_____ number if more than one microphone needed

Additional audiovisual equipment required: Yes No

If yes, equipment needed: _____

I want to plan the following type of food service (check one):

- Breakfast Coffee/Beverage Service Break Luncheon Dinner Reception

(Appropriate Menus will be sent if food function is planned; final counts due no later than June 5, 1994)

Additional requirements or questions about this function: _____

*See enclosed sheet for summary of master schedule of the meeting. All changes, cancellations, or new functions, must be cleared with the Director of Programs. Please note that Committee meetings are scheduled in order that Executive Board Members may fulfill assigned liaison responsibilities and as a result, the ability to make changes may be limited.

Please See Reverse Side and Complete Information Needed for Billing

PRELIMINARY SCHEDULING FORM FOR MEETINGS AND FUNCTIONS

AMERICAN ASSOCIATION OF LAW LIBRARIES, 1994 ANNUAL MEETING
Seattle, Washington, July 9 - 16, 1994

Please Type or Print

Name of Organization/Group: SEALL

Name of Person Responding: Pamela Williams

We WILL WILL NOT be holding a function at the 1994 Annual Meeting.

Please schedule: Business Meeting Only

Business Meeting with Food/Beverage Service

Food and Beverage Function Only

Function should be listed in Preliminary and Final Programs as: SEALL Reception

Preferred date and time for meeting/event: Monday, 7/11/94 at 6:00 PM to 7:00 PM
(day and date) (start time) (end time)

*Alternative Day, Date, and Time: _____

Anticipated Number in attendance: 70-80

Room set-up (See enclosed sheet for explanation)

CHECK ONE:

Conference Style Reception School Room Style Rounds for Food Function)

Theater Style Other (draw diagram & attach)

Head table required: YES If yes, how many at Head Table? _____ NO

Microphone required in the meeting room: YES (Check below) NO

Microphone on stand Table podium with microphone Microphone on freestanding podium Table Microphone(s)

_____ number if more than one microphone needed

Additional audiovisual equipment required: Yes No

If yes, equipment needed: _____

I want to plan the following type of food service (check one):

Breakfast Coffee/Beverage Service Break Luncheon Dinner Reception

(Appropriate Menus will be sent if food function is planned; final counts due no later than June 5, 1994)

Additional requirements or questions about this function: _____

*See enclosed sheet for summary of master schedule of the meeting. All changes, cancellations, or new functions, must be cleared with the Director of Programs. Please note that Committee meetings are scheduled in order that Executive Board Members may fulfill assigned liaison responsibilities and as a result, the ability to make changes may be limited.

Please See Reverse Side and Complete Information Needed for Billing

AMERICAN ASSOCIATION OF LAW LIBRARIES, 1994 ANNUAL MEETING
Seattle, Washington, July 9 - 16, 1994

Please Type or Print

Name of Organization/Group: SEALL

Name of Person Responding: Pamela Williams

We WILL WILL NOT be holding a function at the 1994 Annual Meeting.

Please schedule: Business Meeting Only
 Business Meeting with Food/Beverage Service
 Food and Beverage Function Only

Function should be listed in Preliminary and Final Programs as: SEALL Board Meeting

Preferred date and time for meeting/event: Monday 7/11/94 at 7:00 am to 8:30 am
(day and date) (start time) (end time)

*Alternative Day, Date, and Time: _____

Anticipated Number in attendance: 5

Room set-up (See enclosed sheet for explanation)

CHECK ONE:

- Conference Style
- Reception
- School Room Style
- Rounds for Food Function)
- Theater Style
- Other (draw diagram & attach)

Head table required: YES if yes, how many at Head Table? _____ NO

Microphone required in the meeting room: YES (Check below) NO

Microphone on stand Table podium with microphone Microphone on freestanding podium Table Microphone(s)
_____ number if more than one microphone needed

Additional audiovisual equipment required: Yes No

If yes, equipment needed: _____

I want to plan the following type of food service (check one):

- Breakfast
- Coffee/Beverage Service
- Break
- Luncheon
- Dinner
- Reception

(Appropriate Menus will be sent if food function is planned; final counts due no later than June 5, 1994)

Additional requirements or questions about this function: _____

*See enclosed sheet for summary of master schedule of the meeting. All changes, cancellations, or new functions, must be cleared with the Director of Programs. Please note that Committee meetings are scheduled in order that Executive Board Members may fulfill assigned liaison responsibilities and as a result, the ability to make changes may be limited.

Please See Reverse Side and Complete Information Needed for Billing

Payment for Meeting/Function:

AALL Special Interest Section functions will be billed to the Association's Master Account and then deducted from the SIS account. AALL Committee charges will be billed to the Master Account. NOTE: Association funds may not be used to purchase Food & Beverage for Committees.

Name of the individual responsible for managing this function at the 1994 Annual Meeting:

 (Name) (Institution/Firm) (Telephone/FAX/e-mail)

 (Address)

Chapters and Affiliate Groups will be direct-billed. Please supply billing information and arrangements will be made for direct-billing. The usual terms are payment within 30 days or you may charge to your room or a personal credit card. The Association will guarantee payment in order that direct billing may be established easily.

Billing should be directed to: Kathy S. Heberer Holland & Knight
 (Name) (Institution/Firm)
200 S. Orange Ave, Ste. 2600, Orlando, FL 32801 ph 407/425-8500
 (Address) (Telephone/FAX/e-mail)
 fax 407/423-3397

Name of the individual responsible for managing this function at the 1994 Annual Meeting if different that person receiving billing:

Pamela D. Williams University of Florida
 (Name) (Institution/Firm)
Legal Information Center, Gainesville, FL 32611 ph 904/392-0417
 (Address) (Telephone/FAX/e-mail)
 fax 904/392-5093

PLEASE RETURN BY NOVEMBER 12, 1993 TO:

1994 Annual Meeting Scheduling
 American Association of Law Libraries
 53 West Jackson Boulevard, Suite 940
 Chicago, IL 60604

FAX: 312/431-1097

FAX OR MAIL, PLEASE DO NOT DO BOTH

407
244-5288

University of Florida
College of Law
Legal Information Center

Gainesville, FL 32611
Phone 904/392-0417
Fax 904/392-5093

If there is a problem with this transmission please call 904/392-0425 ASAP.

FACSIMILE TRANSMITTAL	
TO	Holland & Knight
ATTENTION	Kathy Heberer
FROM	Pam Williams
DATE & TIME	5/12/94
FAX NUMBER	403/495-4915
NO. OF PAGES	2

Kathy - letting you know of more "profligate" spending on my part!!

CODE: _____

SIGN REQUEST

Deadline: May 16, 1994

87th Annual Meeting, American Association of Law Libraries
Seattle, Washington, July 9-16, 1994

Date of Function: 07/11/94 Function: SEALL Business Meeting

[Circle one: Committee/SIS/Chapter/Affiliate/Caucus Function]

Requestor: Ms. Pamela Diane Williams Phone: (904) 392-0417

Bill To: Kathy Heberer, SEALL Treasurer Phone: 407 425 8500

Address: Holland + Knight 208 Orange Ave Ste 2600

City/State/Zip: Orlando, FL 32801

No signs needed.

Copy Should Read	Size	Style*	Quan.	Price
		<u>V H E</u>		
<u>SEALL</u>	<u>11 x 14</u>	<u>H</u>	<u>1</u>	<u>29.00</u>

The following prices are for signs of ten words or less; black ink on white card. For signs over 10 words, please add \$1.00 per word. Sales tax will be added to all sign prices.

Size	Price	*Style
7" x 11"	\$20.00	V = vertical A
11" x 14"	\$29.00	A
14" x 22"	\$36.00	L
22" x 28"	\$41.00	L
28" x 44"	\$68.00	
		H = horizontal AALL Meeting
		E = cardboard easel backs or arrows @ \$3.00

Free standing speaker signs: 3.5" x 11" \$3.50
All but speaker signs 50% more after deadline

INSTRUCTIONS: Please fill out all information requested above.
Return form no later than May 16 1994 to:

Annual Meeting Signs - Debra Martin
AALL
53 W. Jackson Blvd., Suite 940
Chicago, IL 60604
FAX: 312/431-1097