



RADISSON HOTEL & CONFERENCE  
CENTER GREEN BAY

2040 Airport Drive • Green Bay, WI 54313  
Phone 920/494-7300 • Fax 920/494-9599

**FAX**

**DATE** August 28, 2002  
**TO** Mary Kay Fahey  
**COMPANY** Nuclear Regulatory Commission  
**DEPARTMENT**

**FAX NO.** 630-515-1438 **NO. OF PAGES:** *(including this page)*

**PHONE NO.** **EXT.**

**FROM** Michelle Vande Hey - Catering Coordinator

**PHONE NO.** 920-405-6402 **EXT.**

**FAX NO.** 920-429-2394

**MESSAGE:**

Here is the BEO for your upcoming event. Please look it over, make any changes, sign, and fax back to me at 920-429-2394.

Have a great day!

Michelle

*Signed, dated &  
faxed back  
8/28/02*

*E-4*

# Radisson Hotel & Conference Center

BEQ #: 20553

2040 Airport Drive Green Bay, WI USA 54313  
Phone: (920) 405-6402 Fax: (920) 494-2138

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Created: 8/28/2002

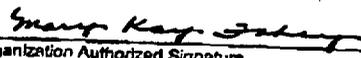
## Banquet Event Order

<b>Account:</b> Nuclear Regulatory Commission <b>Post As:</b> Nuclear Regulatory Commission <b>Address:</b> 801 Warrenville Rd Lisle, IL 60532	<b>Event Date:</b> Wednesday, September 4, 2002 <b>Contact:</b> Mary Kay Fehey <b>Phone:</b> 330-829-9877 <b>Fax:</b> 330-615-1438 <b>On-Site Contact:</b>
<b>Master Account #:</b> <b>Method of Payment:</b> Credit Card <b>Deposit:</b>	<b>PO #:</b> <b>Tax Exempt:</b> <b>Tax Exempt #:</b> <b>Catering Src:</b> Julie Finco

Time	EXP	GTD	Function	Room	Set-up	Rental
12:00 PM - 6:00 PM	3	3	Meeting	Chairmans Board Room	CONF	\$ 50.00

<p style="text-align: center;"><b>Room Setup</b></p> <p>Room: Chairmans Board Room      Function: MEET                  Conference style seating - 3' per person                  ice water and mints                  Pads and pens</p> <p style="text-align: center;"><b>Audio Visual</b></p> <p style="text-align: center;">none requested</p> <p style="text-align: center;"><b>Special Instructions</b></p>	<p style="text-align: center;"><b>Menu</b></p> <p style="text-align: center;">May have lunch or dinner off the menu.                  Shenandoah server to check with them.</p> <p style="text-align: center;"><b>Beverage</b></p>
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- \* Guaranteed guest count must be confirmed 7 business days prior to the event. Group will be charged for this guarantee or the actual guests served, whichever is greater.
- \* (++) denotes a 18.0% service charge on all catered functions. In addition, the State of Wisconsin requires that the sales tax be charged on all food, beverage and service.
- \* All meeting room assignments are subject to change.

  
 Organization Authorized Signature  
 Date: 8/28/02

Hotel Representative Signature \_\_\_\_\_  
 Date \_\_\_\_\_