

Final meal counts for 2024 NPA Convention – Cornhusker Marriott:

Friday Lunch (4/26)

— Grill Out Buffet: **75**

Friday Banquet (4/26)

— Salmon: **55**

— Pork: **53**

— VEGETARIAN: **2**

— GLUTEN FREE: **2**

Saturday Lunch (4/15)

— Plated Chicken: **80**

— VEGETARIAN: **2**

— GLUTEN FREE: **2**

Saturday Banquet (4/15)

— BBQ Buffet: **135**

— VEGETARIAN: **3**

— GLUTEN FREE: **2**



EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 1
 Event Order #: 484033
 Quote #: M-GDPM9N
 Folio #: 4419

FUNCTION DAY/DATE: Thursday, April 25, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavelly
 DATE PRINTED: Wednesday, April 17, 2024

**GUARANTEE OF ATTENDANCE IS REQUIRED SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE FUNCTION.
 OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE.**


TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
7:00 AM-12:00 AM	Storage POST AS: Storage/Work Room	Ivanhoe		8	X	

No Food or Beverage Required at this Time

ROOM SET-UP

- Special
- (1) SEE DIAGRAM
 - (4) Perimeter 3'x8' tables, linenless, turned so the skirting is against the wall *For storage under the tables.
 - (1) Perimeter seating for 4 - client will move chairs as needed.
 - (1) Large Trash Can and Trayjack
 - (1) Client is requesting 2 keys. *Keys will be waiting at the Front Desk.

All food and beverage are subject to a taxable service charge of 24%, 2% taxable arena fee, and 7.25% sales tax. Sales tax and service charge are subject to change. All food and beverages served at this function must be provided, prepared and served by Hotel, and must be consumed on hotel premises.

Signature: 

If in agreement, please sign one copy and return



EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 1
 Event Order #: 484371
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Thursday, April 25, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavelly
 DATE PRINTED: Wednesday, April 17, 2024

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TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
1:00 PM-4:00 PM	Meeting POST AS: NPA / NPAS Joint Board Meeting	Olive Branch		20		

1:00 PM Meeting Olive Branch

Water Station
 Plastic cups

ROOM SET-UP

Conference

- (1) SEE DIAGRAM
- (1) Conference style seating at linenless bronze tables
- (1) 48" round table in the alcove for water station with plastic cups
- (1) No AV requested at this time.
- (1) Trash Can and Trayjack

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Signature: _____

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EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 2
 Event Order #: 484730
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Thursday, April 25, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavelly
 DATE PRINTED: Wednesday, April 17, 2024

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TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
6:00 PM-7:00 PM	Set Up POST AS: Client Setup - DO NOT POST	Lancaster 4,5,6			1	
7:00 PM-9:00 PM	Special POST AS: Cornhole Tournament (NPA Foundation Fundraiser)	Lancaster 4,5,6		100	50	
7:00 PM-9:00 PM	Cocktail Reception POST AS: Cocktail Reception - DO NOT POST	Lancaster 4,5,6		100	50	

7:00 PM Cocktail Reception

CASH BAR

- Domestic Beer @ \$5.00 per Bottle
- Micro-Brewed or Imported Beers @ \$6.00 per Bottle
- House Wines @ \$8.00 per Glass
- Premium Wines @ \$11.00 per Glass
- Select Brand Liquor @ \$7.00 Each
- Premium Brand Liquor @ \$8.00 Each
- Soft Drinks @ \$2.00 Each
- (1) Cash Bar- Square Gratuity

ROOM SET-UP

6:00 PM-7:00 PM Special	Set Up	Lancaster 4,5,6
7:00 PM-9:00 PM Special	Special	Lancaster 4,5,6

- (1) SEE DIAGRAM
- (5) Cornhole games, provided by NPA, on west end of the room
- (1) 2, 3'x8' tables on the south wall, between the pillars (do not block door to Lancaster 2)
- (1) Client will set out prizes on one table, and client's snack mix on the other.
- (1) 3'x8' table with single portable bar against the north wall of Lancaster 4
- (1) 6, Hotel cocktail tables, draped in black linen
- (1) 2, portable dri-erase boards against the west wall for scoring; hotel erasers *Client will provide markers.

*Keep the same room set-up for Cornhole, but use only Lancaster 4 & 5.
 Keep walls open between Lanc 4/5/6
 (See diagram)*

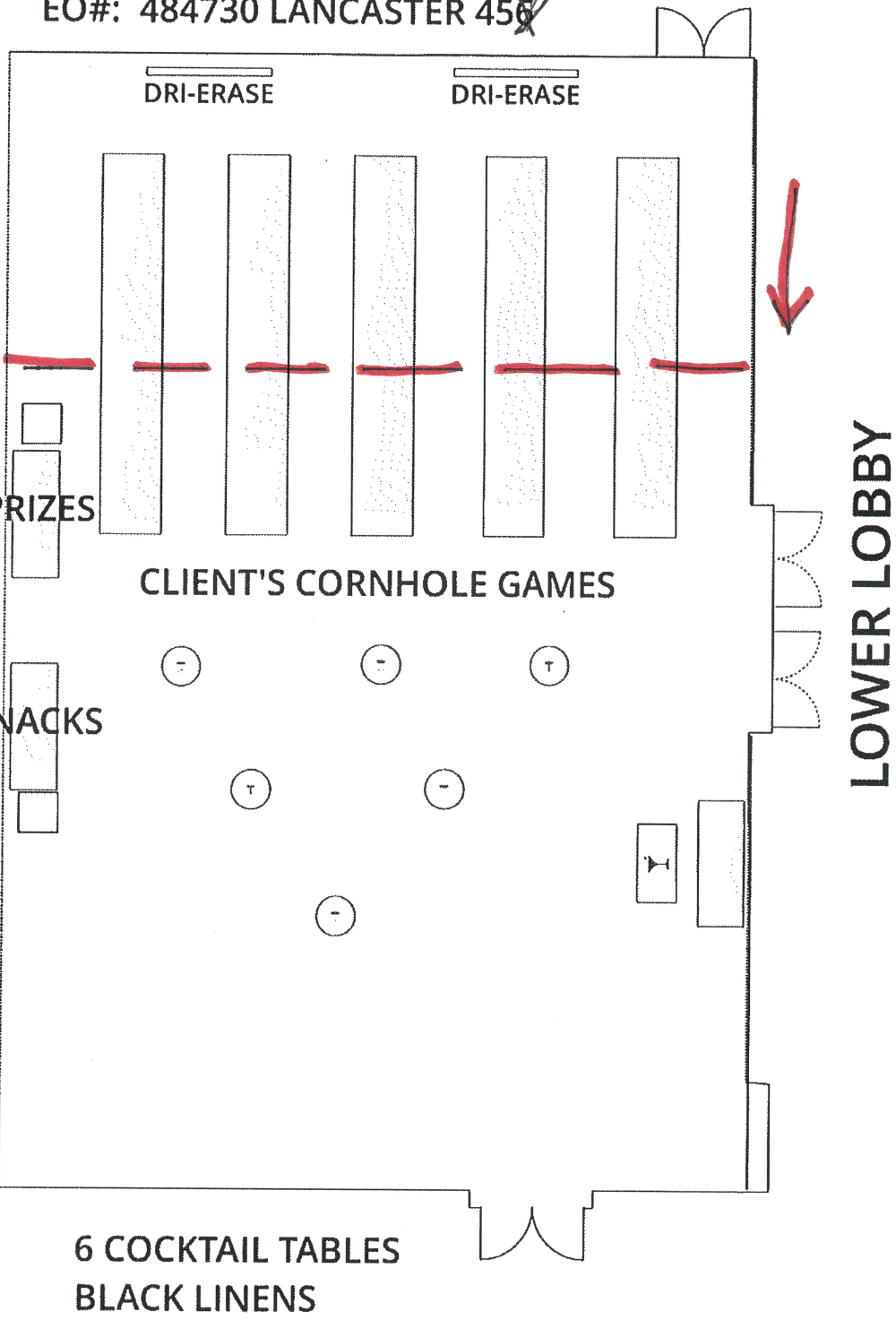
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NE PRESS

APRIL 25, 2024

EO#: 484730 LANCASTER 456

just use Lancaster 4:5
Same layout, just move further in Lan.
4:5



5 Feet



EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 2
 Event Order #: 676330
 Quote #: M-GDPM9N
 Folio #: 4419

FUNCTION DAY/DATE: Friday, April 26, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavely
 DATE PRINTED: Wednesday, April 17, 2024

**GUARANTEE OF ATTENDANCE IS REQUIRED SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE FUNCTION.
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TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
7:00 AM-4:30 PM	Meeting POST AS: Networking / Display Area	Lancaster 4,5,6		48		
7:00 AM-9:00 AM-9:30am	Coffee Break POST AS: Coffee Break - DO NOT POST	Lancaster 4,5,6		70		
2:30 PM-3:30 PM	Coffee Break POST AS: Coffee Break - DO NOT POST	Lancaster 4,5,6		70		

7:00 AM Coffee Break

(4.5) Freshly Brewed Regular Coffee with Creamer, Sugar and Sweeteners @ \$49.00 per Gallon
**Billed on consumption.*
****CONFIRM WITH CONTACT BEFORE ADDING PRODUCT!**

(1.5) Freshly Brewed Decaffeinated Coffee with Creamer, Sugar and Sweeteners @ \$49.00 per Gallon
**Billed on consumption.*

(1) Assortment of Herbal Teas @ \$2.00 per Person
**Billed on consumption.*

Water Station
 Plastic cups

2:30 PM Coffee Break

(1) Replenish All Beverages
***CONFIRM WITH CONTACT BEFORE ADDING PRODUCT.**

(4) Assorted Cookies @ \$30.00 per Dozen

(3) Rice Krispie Treats @ \$30.00 per Dozen

*Set up for
 Lanc 4/5 only
 Keep hall open
 Lanc 6*

ROOM SET-UP

7:00 AM-4:30 PM Meeting Lancaster 4,5,6
 Special

- (1) SEE DIAGRAM
- (1) 3'x8' perimeter linenless bronze tables for display
- (1) 3'x8' table with 48" round for double sided break table in the middle of room
- (1) 6, 66" round tables of 8, draped in white linen for casual seating/networking
- (1) Perimeter trayjacks and trashcans

BANQUETS

7:00 AM-4:30 PM Meeting Lancaster 4,5,6



EVENT ORDER
THE LINCOLN MARRIOTT CORNHUSKER HOTEL
333 South 13th Street, Lincoln, NE 68508
PHONE:() -

Page # 2 of 2
Event Order #: 676330
Quote #: M-GDPM9N
Folio #: 4419

FUNCTION DAY/DATE: Friday, April 26, 2024
ORGANIZATION: Nebraska Press Association

(1) ** WALL WILL BE OPEN BETWEEN LANCASTER 123 AND LANCASTER 456 *Per client request.
**Client will post signs to keep attendees in the Lancaster 456 section.

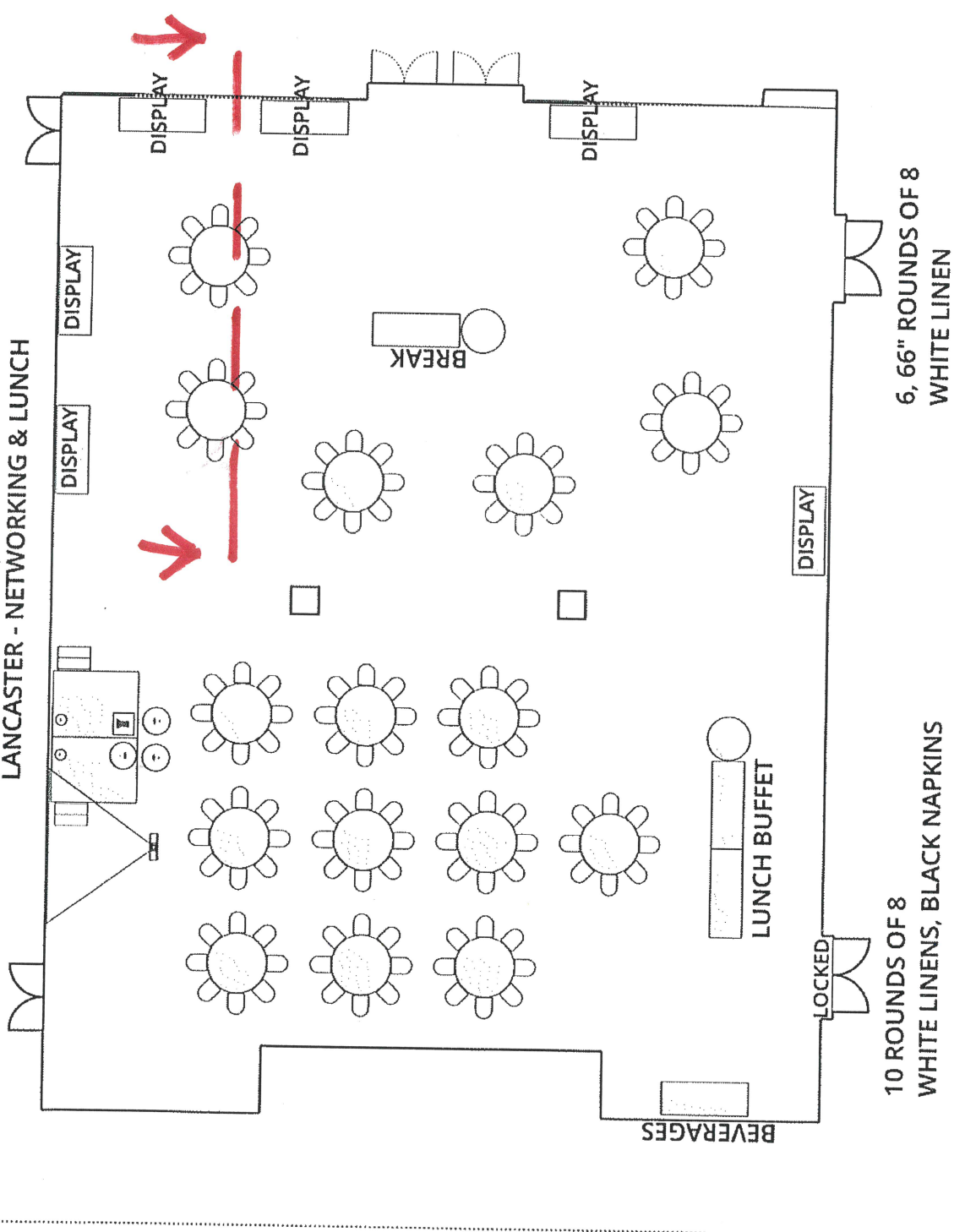
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Setup in Lane 4/5 only
Keep Lane 6 wall open

NE PRESS
APRIL 26, 2024
LANCASTER - NETWORKING & LUNCH





EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 1
 Event Order #: 675595
 Quote #: M-GDPM9N
 Folio #: 4419

FUNCTION DAY/DATE: Friday, April 26, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavely
 DATE PRINTED: Wednesday, April 17, 2024

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TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
7:00 AM-10:30 PM	Registration	Lower Level Desk		70		
7:00 AM-10:30 AM	Exhibits	Lower Level Lobby		4		

7:00 AM Exhibits Lower Level Lobby

Water Station
 Plastic cups

ROOM SET-UP

7:00 AM-10:30 PM Registration Lower Level Desk
 Registration

- (1) SEE DIAGRAM
- (1) Existing registration desk with 3 chairs and small trashcan
- (1) 3, 3'x8' display tables to the south of the desk for nametags, handouts & "Plinko" game prizes *Please run an extension cord with power strip to each table.
- (1) 2, rectangular "bar" trashcans, wrapped in linen by desk
- (4) Easels placed next to the registration desk for client's signs. *Client to place.

7:00 AM-10:30 AM Exhibits Lower Level Lobby
 Exhibits

- (1) SEE DIAGRAM
- (4) 3'x8' exhibitor tables with one chair, small trashcan and electrical service *Electrical service to include an extension cord with power strip @ \$35.00 Each
- (1) 3'x8' table for water station with plastic cups
- (1) Perimeter trayjacks and trashcan

*but 4 exhibitor tables,
 only 2 extension cords
 see diagram*

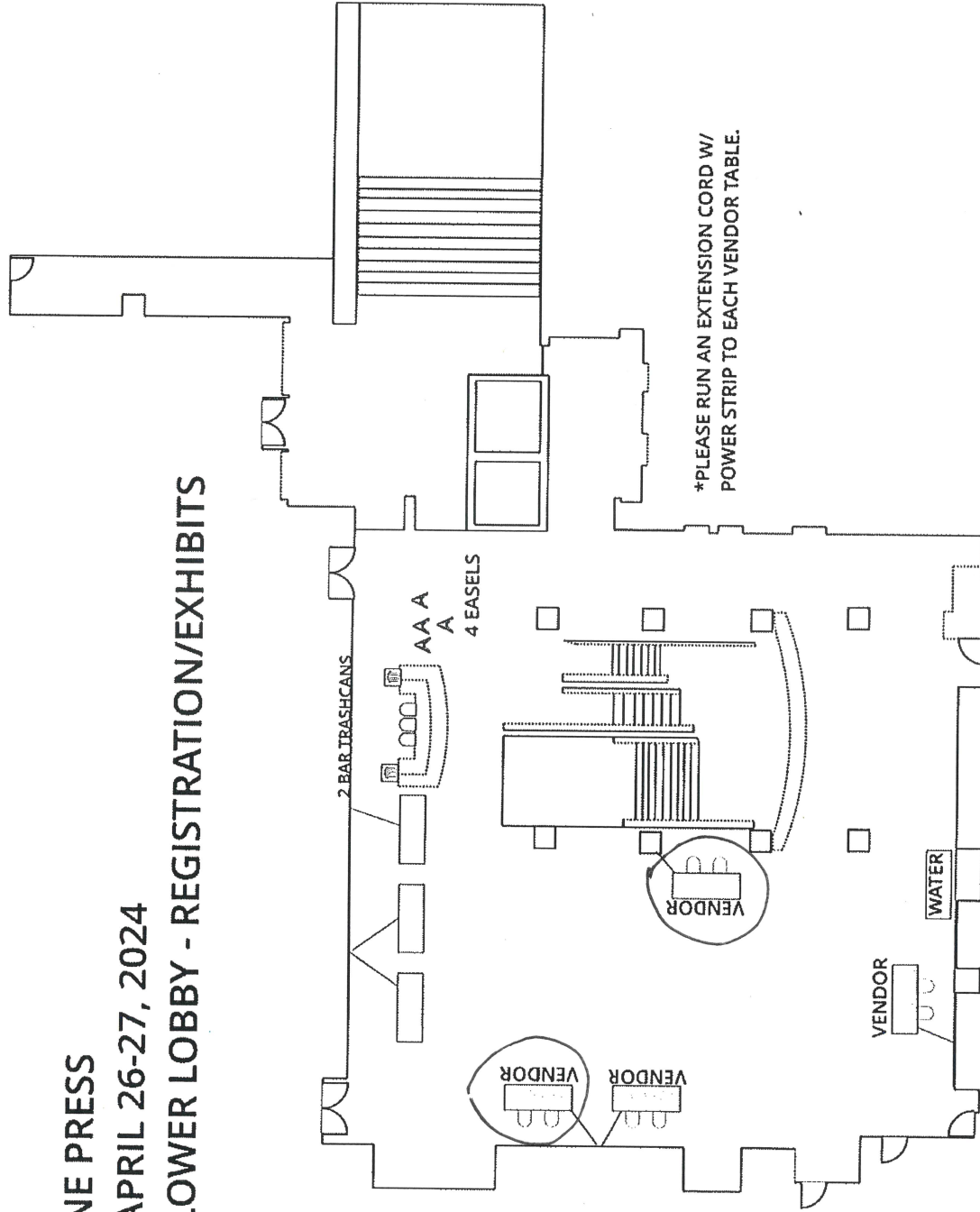
2

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Signature: *SW*

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**NE PRESS
APRIL 26-27, 2024
LOWER LOBBY - REGISTRATION/EXHIBITS**



*only
2
extension
cords
needed for
tables circled*



EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 1
 Event Order #: 483714
 Quote #: M-GDPM9N
 Folio #: 4419

FUNCTION DAY/DATE: Friday, April 26, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavelly
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TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
7:00 AM-12:00 AM	Storage POST AS: Storage/Work Room	Ivanhoe				28

No Food or Beverage Required at this Time

ROOM SET-UP

Special

- (1) SEE DIAGRAM
- (4) Perimeter 3'x8' tables, linenless, turned so the skirting is against the wall *For storage under the tables.
- (1) Perimeter seating for 4 - client will move chairs as needed.
- (1) Large Trash Can and Trayjack
- (1) Client is requesting 2 keys.

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EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 2
 Event Order #: 676719
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Friday, April 26, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavelly
 DATE PRINTED: Wednesday, April 17, 2024

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TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
7:30 AM-8:30 AM	Set Up POST AS: Client Setup - DO NOT	Hawthorne		1		
8:30 AM-4:00 PM	Breakout POST AS: Breakout Room	Hawthorne		70		
8:45 AM-9:35 AM	Meeting POST AS: Opening Session	Hawthorne		70		
11:00 AM-11:50 AM	Breakout POST AS: National Trust for Local News	Hawthorne		70		
3:00 PM-4:00 PM	Breakout POST AS: Hot Topics Session	Hawthorne		70		

↓
 Add: 1:45-2:45
 Reviving Rural news

8:30 AM Breakout Hawthorne

Water Station
 Plastic cups

ROOM SET-UP

7:30 AM-8:30 AM Set Up Hawthorne
 Theatre

8:30 AM-4:00 PM Breakout Hawthorne
 Theatre

- (1) SEE DIAGRAM
- (1) 3'x8' speakers table at front, off-set from projector *Please run an extension cord with power strip to the speakers table.
- (1) Existing drop-down screen on the north wall
- (1) Client providing their own projector
- (1) Theater style seating
- (1) 48" round table in the alcove for water station with plastic cups
- (1) Trash Can and Trayjack

BANQUETS

8:30 AM-4:00 PM Breakout Hawthorne
 (1) Banquet staff to refresh/reset room between meetings

AUDIO VISUAL

8:30 AM-4:00 PM Breakout Hawthorne
 (1) AV Pricing Provided by Encore *See separate quote from Encore Global for details

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EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 2
 Event Order #: 115713
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Friday, April 26, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
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TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
8:30 AM-9:30 AM	Set Up POST AS: Client Setup - DO NOT POST	Arbor 1		1		
9:30 AM-4:15 PM	Breakout POST AS: Breakouts	Arbor 1		48		
9:50 AM-10:40 AM	Breakout POST AS: Digital/Print Ad Sales & Marketing	Arbor 1		48		
1:45 PM-2:45 PM	Breakout POST AS: Digital/Print Ad Sales & Marketing	Arbor 1		48		

9:30 AM Breakout Arbor 1

Water Station
Plastic cups

ROOM SET-UP

8:30 AM-9:30 AM Set Up Arbor 1
Classroom

Linenless 18" X 8' Classroom Tables

9:30 AM-4:15 PM Breakout Arbor 1
Classroom

- (1) SEE DIAGRAM
- (1) 3'x8' speakers table at front, off-set from the projector stand *Please run an extension cord with power strip to the speakers table.
- (1) Existing drop-down screen on the west wall
- (1) Classroom style seating at linenless tables
- (1) Water station on an 18"x8' table in back
- (1) Trash Can and Trayjack

BANQUETS

9:30 AM-4:15 PM Breakout Arbor 1
(1) Banquet staff to refresh/reset room between sessions

AUDIO VISUAL

9:30 AM-4:15 PM Breakout Arbor 1
(1) AV Pricing Provided by Encore *Please see separate quote from Encore Global for details

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 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 2
 Event Order #: 677332
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Friday, April 26, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
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TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
8:30 AM-9:30 AM	Set Up POST AS: Client Setup - DO NOT POST	Arbor 2		1		
9:30 AM-5:00 PM	Breakout POST AS: Breakouts	Arbor 2		50		
9:50 AM-10:40 AM	Breakout POST AS: Creative Ways to Cover Your Community	Arbor 2		50		
1:45 PM-2:45 PM	Breakout POST AS: Reviving Rural News	Arbor 2		50		
3:00 PM-4:00 PM	Meeting POST AS: NPA /NPAS Annual Business Meeting	Arbor 2		50		

← Reviving Rural News
 moved
 to Hawthorn

9:30 AM Breakout Arbor 2

Water Station
 Plastic cups

ROOM SET-UP

8:30 AM-9:30 AM Set Up Arbor 2
 Classroom
 Linenless 18" X 8' Classroom Tables

9:30 AM-5:00 PM Breakout Arbor 2
 Classroom

- (1) SEE DIAGRAM
- (1) 3'x8' speakers table at front, off-set from the projector stand *Please run an extension cord with power strip to the speakers table
- (1) Existing drop-down screen on the north wall
- (1) Classroom style seating at linenless tables
- (1) 48" round table for water station with plastic cup in the back of the room
- (1) Trash Can and Trayjack

BANQUETS

9:30 AM-5:00 PM Breakout Arbor 2
 (1) Banquet staff to reset/refresh room between sessions

AUDIO VISUAL

9:30 AM-5:00 PM Breakout Arbor 2
 (1) AV Pricing Provided by Encore *Please see separate quote from Encore Global for details

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EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
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Page # 1 of 2
 Event Order #: 116702
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Friday, April 26, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
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 MANAGERS: Scott Snavelly
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TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
12:00 PM-1:30 PM	Lunch Buffet POST AS: Fun Lunch	Lancaster 1,2,3				

75

12:00 PM Lunch Buffet Lancaster 1,2,3

GRILL OUT LUNCH BUFFET

Mixed Green Salad with House-Made Ranch Dressing

Fresh Fruit Salad

Pasta Salad

House-Made Potato Chips

Macaroni & Cheese

Grilled Chicken Breasts
*BBQ Sauce on the side.

Grilled Beef Patties
Hamburger Buns, Lettuce, Tomato, Onion, Cheese Slices

Assorted Sweet Treats
*Large tray on the buffet

Preset Ice Water

ON STATION: Iced Tea-

ON STATION: Freshly Brewed Regular and Decaffeinated Coffee with Creamer and Sugar/Sweeteners

\$30.00 per Person

ROOM SET-UP

Rounds of 8

- (1) SEE DIAGRAM
- (1) 8'x18' stage at the front with 2 sets of steps @ \$9.00 Each
- (1) Standing podium and cocktail table (for speakers table) centered on stage *Please run an extension cord with power strip to the speakers table.
- (1) Client will provide a foam-core sign for the front of the podium
- (1) US & NE flags on the back of the stage, provided by NE Press
- (1) 2, cocktail tables draped in white linen in front of the stage for prizes
- (1) 66" round tables of 8; white linens, black napkins

Marriott Proprietary and Confidential



EVENT ORDER
THE LINCOLN MARRIOTT CORNHUSKER HOTEL
333 South 13th Street, Lincoln, NE 68508
PHONE:() -

Page # 2 of 2
Event Order #: 116702
Quote #: M-GDPMM9N
Folio #: 4419

FUNCTION DAY/DATE: Friday, April 26, 2024
ORGANIZATION: Nebraska Press Association

-
- (1) 3'x16' double sided buffet table in back with 48" round
 - (1) 3'x8' beverage station against the south wall
 - (1) ** WALL BETWEEN LANCASTER 123 AND LANCASTER 456 WILL BE OPEN! *Client will post signs to keep guests out of the meal area.
 - (1) Doors to Lancaster 1 to remain locked. *Guests will enter thru Lancaster 456 room.

BANQUETS

- (1) Buffet meal silverware layout; waterfall fold on the napkins
- (1) Preset Ice Water

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 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 1
 Event Order #: 067492
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Friday, April 26, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavely
 DATE PRINTED: Wednesday, April 17, 2024

GUARANTEE OF ATTENDANCE IS REQUIRED SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE FUNCTION. OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE.

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
5:30 PM-9:30 PM	Cocktail Reception	Lancaster 4,5,6	110	125		

5:30 PM Cocktail Reception Lancaster 4,5,6

CASH BAR

- Domestic Beer @ \$5.00 per Bottle
- Micro-Brewed or Imported Beers @ \$6.00 per Bottle
- House Wines @ \$8.00 per Glass
- Premium Wines @ \$11.00 per Glass
- Select Brand Liquor @ \$7.00 Each
- Premium Brand Liquor @ \$8.00 Each
- Soft Drinks @ \$2.00 Each
- (1) Cash Bar- Square Gratuity

*Keep set-up
 but use Lanc 4,5
 only
 Keep wall open to
 Lanc 6*

ROOM SET-UP

Special

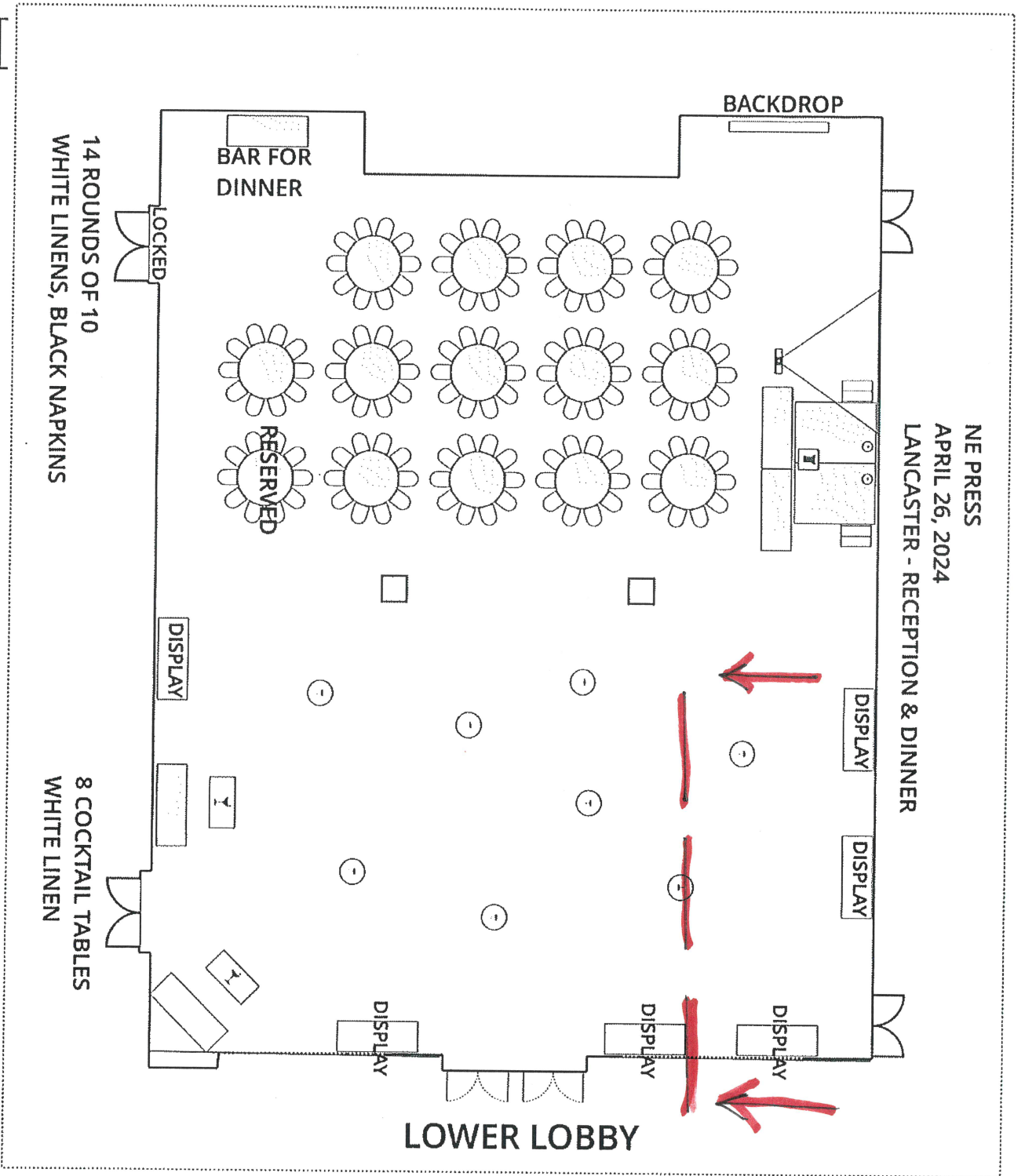
- (1) SEE DIAGRAM
- (1) 6 perimeter 3'x8' display tables from earlier session
- (1) 8 cocktail tables, draped in white linen
- (1) 3'x8' table with portable bar in corner of Lancaster 4 *Bar to remain in room for after-dinner reception -- SWITCHING TO HOST BARI
- (1) One 3'x8' table with single portable bar on the east wall of Lancaster 4 *This bar will move into Lancaster 123 at 6:30 pm for dinner service.
- (1) Perimeter trayjacks and trashcans
- (1) **WALL BETWEEN LANCASTER 123 AND LANCASTER 456 WILL BE OPEN *Client will have signs to keep guests from entering the dining area early.

All food and beverage are subject to a taxable service charge of 24%, 2% taxable arena fee, and 7.25% sales tax. Sales tax and service charge are subject to change. All food and beverages served at this function must be provided, prepared and served by Hotel, and must be consumed on hotel premises.

Signature: _____

If in agreement, please sign one copy and return

NE PRESS
APRIL 26, 2024
LANCASTER - RECEPTION & DINNER



Keep reception
in Lane 4 + 5
Keep well open
to Lane 6



EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:()-

Page # 1 of 2
 Event Order #: 068220
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Friday, April 26, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavelly
 DATE PRINTED: Wednesday, April 17, 2024

**GUARANTEE OF ATTENDANCE IS REQUIRED SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE FUNCTION.
 OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE.**

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXR	GTD	SET
6:30 PM-9:30 PM	Dinner POST AS: Awards Banquets	Lancaster 1,2,3		110		

6:00 PM Dinner Lancaster 1,2,3

PRESET ITEMS:

Garden Salad (GF) (DF)
 Spring Mix, Marinated Cherry Tomatoes, Shredded Carrots, Cucumbers, Red Wine Vinaigrette

New York Cheesecake with Strawberry Topping

Alternated

Premium Chocolate Mosaic Cake

Alternated

Ice Water

6:30 PM Dinner Lancaster 1,2,3

PLATED DINNER, Pork Loin

Rolls and Butter

Pork Loin (GF)

Grilled Center-Cut Pork Loin with Cajun Mustard Cream Sauce

Asparagus

Roasted Garlic Herb Red Potatoes

Freshly Brewed Regular and Decaffeinated Coffee with Creamer and Sugar/Sweeteners

\$32.00 per Person

PLATED DINNER, Roasted Salmon

Rolls and Butter

Roasted Salmon (GF)

Lemon Roasted Salmon Fillet with a Lemon Thyme Cream Sauce

Asparagus

Roasted Garlic Herb Red Potatoes

Marriott Proprietary and Confidential



EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 2 of 2
 Event Order #: 068220
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Friday, April 26, 2024
 ORGANIZATION: Nebraska Press Association

Freshly Brewed Regular and Decaffeinated Coffee with Creamer and Sugar/Sweeteners

\$36.00 per Person

PLATED DINNER, Mushroom Bourguignon

Rolls and Butter

Mushroom Bourguignon

Wild Mushrooms braised in a Rich Burgundy Sauce, Blistered Cipollini Onion over Creamy Polenta

Asparagus

Freshly Brewed Regular and Decaffeinated Coffee with Creamer and Sugar/Sweeteners

\$28.00 per Person

ROOM SET-UP

Rounds of 10

- (1) SEE DIAGRAM
- (1) 8'x12' stage in NW corner of Lancaster 3 with 2 sets of steps
- (1) Standing podium centered on the front of the stage
- (1) US & NE flags, provided by NE Press, on stage, behind the podium
- (1) 3'x16' table on floor, in front of the stage for auction items and awards
- (1) Existing drop-down screen on the west wall
- (1) Client's foam-core sign on the front of the podium
- (1) Client's photo backdrop set up in the alcove of Lancaster 3 *For pictures of award winners.
- (1) 66" round tables of 10; White linens, Black napkins
- (1) Lt. Governor Joe Kelly will be attending with his wife
- (1) "Reserved" sign on one of the back tables for security detail
- (1) **WALL BETWEEN LANCASTER 123 AND LANCASTER 456 WILL BE OPEN. *Client will provide signs to prevent guests from entering meal area early.

BANQUETS

- (1) Plated meal silverware layout; waterfall fold on the napkins
- (1) Preset Ice Water and Iced Tea (on boards), preset coffee cups
- (1) Preset Salads and Desserts (alternated)
- (1) Client will provide entree tickets to their guests - examples will be provided
- (1) Single portable bar and bar-back table from Lancaster 456 will move in at 6:30 pm.
- *Remaining bar will shut down, preparing for host bar at 9:30 pm.

AUDIO VISUAL

- (1) AV Pricing Provided by Encore *Please see separate quote from Encore Global for details

EVENT SERVICES

- (14) Hotel Centerpieces on each round table @ \$5.00 Each

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Signature: _____

If in agreement, please sign one copy and return



EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 1
 Event Order #: 068582
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Friday, April 26, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavely
 DATE PRINTED: Wednesday, April 17, 2024

GUARANTEE OF ATTENDANCE IS REQUIRED SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE FUNCTION. OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE.

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
9:30 PM-10:30 PM	Cocktail Reception POST AS: Hospitality Hour	Lancaster 4,5,6		110		

*Keep set-up
 but use Lanc 4,5
 only
 Keep wall open
 to Lanc 6*

9:30 PM Cocktail Reception Lancaster 4,5,6

HOST BAR

- Domestic Beer @ \$4.50 per Bottle
- Micro-Brewed or Imported Beers @ \$5.50 per Bottle
- House Wines @ \$7.50 per Glass
- Premium Wines @ \$9.00 per Glass
- Select Brand Liquor @ \$6.50 Each
- Premium Brand Liquor @ \$7.50 Each
- Soft Drinks @ \$1.50 Each

ROOM SET-UP

Special

- (1) SEE DIAGRAM
- (1) 6 perimeter 3'x8' display tables from earlier session
- (1) 8 cocktail tables, draped in white linen
- (1) 3'x8' table with portable bar in corner of Lancaster 4 *Bar to remain in room for after-dinner reception -- SWITCHING TO HOST BAR!
- (1) One 3'x8' table with single portable bar on the east wall of Lancaster 4 *This bar will move back into Lancaster 456 from Lancaster 123 at 9:30 pm
- (1) Perimeter trayjacks and trashcans

All food and beverage are subject to a taxable service charge of 24%, 2% taxable arena fee, and 7.25% sales tax. Sales tax and service charge are subject to change. All food and beverages served at this function must be provided, prepared and served by Hotel, and must be consumed on hotel premises.

Signature: _____

ASW

If in agreement, please sign one copy and return



EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 2
 Event Order #: 947821
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Saturday, April 27, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavelly
 DATE PRINTED: Wednesday, April 17, 2024

GUARANTEE OF ATTENDANCE IS REQUIRED SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE FUNCTION. OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE.

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
7:00 AM-4:30 PM	Meeting POST AS: Networking / Display Area	Lancaster 4,5,6		50	70	
7:00 AM-9:00 AM	Coffee Break POST AS: Coffee Break - DO NOT POST	Lancaster 4,5,6		50	70	
2:30 PM-3:30 PM	Coffee Break POST AS: Coffee Break - DO NOT POST	Lancaster 4,5,6		50	70	

7:00 AM Coffee Break

(4.5) Freshly Brewed Regular Coffee with Creamer, Sugar and Sweeteners @ \$49.00 per Gallon
 *Billed on consumption.
 ** CHECK WITH CONTACT BEFORE ADDING PRODUCT.

(1.5) Freshly Brewed Decaffeinated Coffee with Creamer, Sugar and Sweeteners @ \$49.00 per Gallon
 *Billed on consumption.

(1) Assortment of Herbal Teas @ \$2.00 per Person
 *Billed on consumption.

Water Station
 Plastic cups

2:30 PM Coffee Break

(1) Replenish All Beverages
 *CHECK WITH THE CONTACT BEFORE ADDING PRODUCT.

(4) Assorted Cookies @ \$30.00 per Dozen

(3) Rice Krispie Treats @ \$30.00 per Dozen

ROOM SET-UP

7:00 AM-4:30 PM Meeting Lancaster 4,5,6
 Special

- (1) SEE DIAGRAM
- (1) 3'x8' perimeter linenless bronze tables for display
- (1) 3'x8' table with 48" round for double sided break table in the middle of room
- (1) 6, 66" round tables of 8, draped in white linen for casual seating/networking
- (1) Perimeter trayjacks and trashcans

BANQUETS

7:00 AM-4:30 PM Meeting Lancaster 4,5,6

Marriott Proprietary and Confidential

Some Set-up we have 4/5 only; keep Lanc 6 wall open



EVENT ORDER
THE LINCOLN MARRIOTT CORNHUSKER HOTEL
333 South 13th Street, Lincoln, NE 68508
PHONE:() -

Page # 2 of 2
Event Order #: 947821
Quote #: M-GDPMM9N
Folio #: 4419

FUNCTION DAY/DATE: Saturday, April 27, 2024
ORGANIZATION: Nebraska Press Association

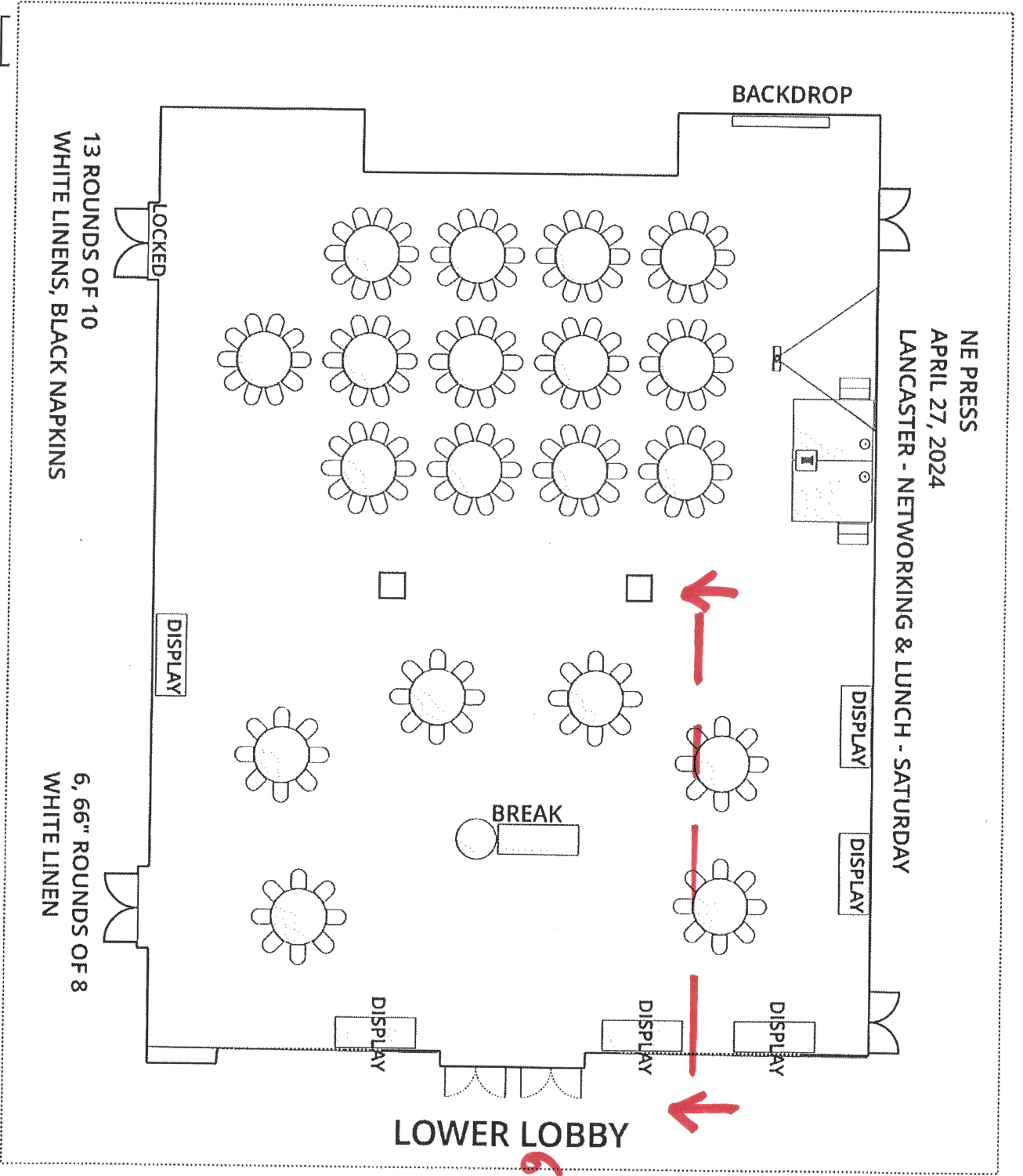
(1) ** WALL BETWEEN LANCASTER 123 AND LANCASTER 456 WILL BE OPEN *Client will post signs to keep guests out of the meal area.

All food and beverage are subject to a taxable service charge of 24%, 2% taxable arena fee, and 7.25% sales tax. Sales tax and service charge are subject to change. All food and beverages served at this function must be provided, prepared and served by Hotel, and must be consumed on hotel premises.

Signature: _____

If in agreement, please sign one copy and return

NE PRESS
APRIL 27, 2024
LANCASTER - NETWORKING & LUNCH - SATURDAY



13 ROUNDS OF 10
WHITE LINENS, BLACK NAPKINS

6, 66" ROUNDS OF 8
WHITE LINEN

5 Feet

Same set-up move to lane. 4/5 only keep lane 6 wide open



EVENT ORDER

THE LINCOLN MARRIOTT CORNHUSKER HOTEL
333 South 13th Street, Lincoln, NE 68508
PHONE:() -

Page # 1 of 1
Event Order #: 069171
Quote #: M-GDPMM9N
Folio #: 4419

FUNCTION DAY/DATE: Saturday, April 27, 2024
ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
IN-HOUSE CONTACT: SAME
MANAGERS: Scott Snavely
DATE PRINTED: Wednesday, April 17, 2024

GUARANTEE OF ATTENDANCE IS REQUIRED SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE FUNCTION. OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE.

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
7:00 AM-10:00 PM	Registration	Lower Level Desk		120		
7:00 AM-10:00 PM	Exhibits	Lower Level Lobby		4		

7:00 AM Exhibits Lower Level Lobby

Water Station
Plastic cups

ROOM SET-UP

7:00 AM-10:00 PM Registration Lower Level Desk
Registration

- (1) SEE DIAGRAM
- (1) Existing registration desk with 3 chairs and small trashcan
- (1) 3, 3'x8' display tables to the south of the desk for nametags, handouts & "Plinko" game prizes *Please run an extension cord with power strip to each table.
- (1) 2, rectangular "bar" trashcans, wrapped in linen by desk
- (4) Easels placed next to the registration desk for client's signs. *Client to place.

7:00 AM-10:00 PM Exhibits Lower Level Lobby
Exhibits

- (1) SEE DIAGRAM
- (4) 3'x8' exhibitor tables with one chair, small trashcan and electrical service *Electrical service to include an extension cord with power strip @ \$35.00 Each
- (1) 3'x8' table for water station with plastic cups
- (1) Perimeter trayjacks and trashcan

only 2 elec. cords for same tables as Friday (see Fri diagram)

2 elec. cords

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Signature: _____ *AW*

If in agreement, please sign one copy and return



EVENT ORDER
THE LINCOLN MARRIOTT CORNHUSKER HOTEL
333 South 13th Street, Lincoln, NE 68508
PHONE:() -

Page # 1 of 1
Event Order #: 068882
Quote #: M-GDPMM9N
Folio #: 4419

FUNCTION DAY/DATE: Saturday, April 27, 2024
ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
IN-HOUSE CONTACT: SAME
MANAGERS: Scott Snavely
DATE PRINTED: Wednesday, April 17, 2024

**GUARANTEE OF ATTENDANCE IS REQUIRED SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE FUNCTION.
OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE.**

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
7:00 AM-12:00 AM	Storage POST AS: Storage/Work Room	Ivanhoe		8	X	

No Food or Beverage Required at this Time

ROOM SET-UP

Special

- (1) SEE DIAGRAM
- (4) Perimeter 3'x8' tables, linenless, turned so the skirting is against the wall *For storage under the tables.
- (1) Perimeter seating for 4 - client will move chairs as needed.
- (1) Large Trash Can and Trayjack
- (1) Client is requesting 2 keys.

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Signature: _____

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EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 1
 Event Order #: 948382
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Saturday, April 27, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavelly
 DATE PRINTED: Wednesday, April 17, 2024

**GUARANTEE OF ATTENDANCE IS REQUIRED SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE FUNCTION.
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TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
8:30 AM-9:30 AM	Meeting POST AS: Great Idea Exchange	Lancaster 1,2,3 Hawthorn		70		

No Food or Beverage Required at this Time

ROOM SET-UP

Rounds of 10

Session to be held in Hawthorn (use same Hawthorn Set-up as other sessions)

- (1) SEE DIAGRAM
- (1) 8'x12' stage at the front, offset from the screen, with 2 sets of steps
- (1) Standing podium centered on the stage w/ client's sign on the front
- (1) Client's US & NE flags on the back of the stage
- (1) 66" round tables of 10, draped in white linens
- (1) Client's photo backdrop will be set in alcove of Lancaster 3 *From previous evening.
- (1) Trash Can and Trayjack
- (1) 3'x8' table against the west wall, under the screen *Will be used for lunch.
- (1) ** WALL BETWEEN LANCASTER 123 AND LANCASTER 456 WILL REMAIN OPEN

AUDIO VISUAL

- (1) AV Pricing Provided by Encore *Please see separate quote from Encore Global for details

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EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 1
 Event Order #: 825435
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Saturday, April 27, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavely
 DATE PRINTED: Wednesday, April 17, 2024

**GUARANTEE OF ATTENDANCE IS REQUIRED SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE FUNCTION.
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TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
9:30 AM-4:15 PM	Breakout POST AS: Breakouts	Arbor 1		48		
9:45 AM-10:45 AM	Breakout <i>AI in the News Room</i> POST AS: <i>Diversifying Revenue</i>	Arbor 1		48		
11:00 AM-11:50 AM	Breakout POST AS: <i>NPA Legal Hotline Attorney</i>	Arbor 1		48		

Editorial / Photography Panel

9:30 AM Breakout Arbor 1

Water Station
Plastic cups

ROOM SET-UP

9:30 AM-4:15 PM Breakout Arbor 1
Classroom

- (1) SEE DIAGRAM
- (1) 3'x8' speakers table at front, off-set from the projector stand *Please run an extension cord with power strip to the speakers table.
- (1) Existing drop-down screen on the west wall
- (1) Classroom style seating at linenless tables
- (1) Water station on an 18"x8' table in back
- (1) Trash Can and Trayjack

BANQUETS

9:30 AM-4:15 PM Breakout Arbor 1
(1) Banquet staff to refresh/reset room between sessions

AUDIO VISUAL

9:30 AM-4:15 PM Breakout Arbor 1
(1) AV Pricing Provided by Encore *Please see separate quote from Encore Global for details

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Signature: *AW*

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EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 1
 Event Order #: 949070
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Saturday, April 27, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavely
 DATE PRINTED: Wednesday, April 17, 2024

GUARANTEE OF ATTENDANCE IS REQUIRED SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE FUNCTION. OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE.

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
9:30 AM-5:00 PM	Breakout POST AS: Breakouts	Arbor 2		50		
9:45 AM-10:45 AM	Breakout <i>Diversifying Rev</i> POST AS: <i>At in the Newsroom</i>	Arbor 2		50		
11:00 AM-11:50 AM	Breakout <i>Legal Hotline</i> POST AS: <i>Editorial & Photography Panel</i>	Arbor 2		50		
3:00 PM 4:00 PM	Meeting POST AS: NPA/NPAS Annual Business Meeting	Arbor 2		50		

Bin mtg is on Friday in Arbor 2

9:30 AM Breakout Arbor 2

Water Station
Plastic cups

ROOM SET-UP

9:30 AM-5:00 PM Breakout Arbor 2
Classroom

- (1) SEE DIAGRAM
- (1) 3'x8' speakers table at front, off-set from the projector stand *Please run an extension cord with power strip to the speakers table
- (1) Existing drop-down screen on the north wall
- (1) Classroom style seating at linenless tables
- (1) 48" round table for water station with plastic cup in the back of the room
- (1) Trash Can and Trayjack

BANQUETS

9:30 AM-5:00 PM Breakout Arbor 2
(1) Banquet staff to reset/refresh room between sessions

AUDIO VISUAL

9:30 AM-5:00 PM Breakout Arbor 2
(1) AV Pricing Provided by Encore *Please see separate quote from Encore Global for details

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Signature: *AW*

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EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 1
 Event Order #: 948682
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Saturday, April 27, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavely
 DATE PRINTED: Wednesday, April 17, 2024

**GUARANTEE OF ATTENDANCE IS REQUIRED SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE FUNCTION.
 OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE.**

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
9:30 AM-4:15 PM	Breakout POST AS: Breakouts	Hawthorne		70		
1:45 PM-2:45 PM	Breakout POST AS: How We Doubled Our Subscription Price, . . .	Hawthorne		70		
3:00 PM-4:15 PM	Breakout POST AS: Flash Session	Hawthorne		70		

9:30 AM Breakout Hawthorne

Water Station
 Plastic cups


ROOM SET-UP 9:30 AM-4:15 PM Breakout Hawthorne
 Theatre

(1) SEE DIAGRAM
 (1) 3'x8' speakers table at front, off-set from projector *Please run an extension cord with power strip to the speakers table.
 (1) Existing drop-down screen on the north wall
 (1) Client providing their own projector
 (1) Theater style seating
 (1) 48" round table in the alcove for water station with plastic cups
 (1) Trash Can and Trayjack

BANQUETS 9:30 AM-4:15 PM Breakout Hawthorne
 (1) Banquet staff to refresh/reset room between meetings

AUDIO VISUAL 9:30 AM-4:15 PM Breakout Hawthorne
 (1) AV Pricing Provided by Encore *See separate quote from Encore Global for details

All food and beverage are subject to a taxable service charge of 24%, 2% taxable arena fee, and 7.25% sales tax. Sales tax and service charge are subject to change. All food and beverages served at this function must be provided, prepared and served by Hotel, and must be consumed on hotel premises.

Signature: _____ 

If in agreement, please sign one copy and return



EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 2
 Event Order #: 826059
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Saturday, April 27, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavely
 DATE PRINTED: Wednesday, April 17, 2024

**GUARANTEE OF ATTENDANCE IS REQUIRED SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE FUNCTION.
 OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE.**

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
12:00 PM-1:30 PM	Lunch POST AS: Foundation Awards Luncheon	Lancaster 1,2,3		80	20	

11:30 AM Lunch Lancaster 1,2,3

PRESET ITEMS:

Garden Salad (GF) (DF)
 Spring Mix, Marinated Cherry Tomatoes, Shredded Carrots, Cucumbers, Red Wine Vinaigrette

Assorted Sweet Treats

Preset Ice Water

Preset Iced Tea

12:00 PM Lunch Lancaster 1,2,3

PLATED LUNCH, Seared Chicken Breast

Rolls and Butter

Seared Chicken Breast (GF)
 Chicken Breast with a Garlic Thyme Reduction

Rosemary Mashed Potatoes

Char Roasted Brussels Sprouts

Freshly Brewed Regular and Decaffeinated Coffee with Creamer and Sugar/Sweeteners

\$27.00 per Person

PLATED LUNCH, Sun-dried Tomato Basil Hummus

Rolls and Butter

Sun-dried Tomato Basil Hummus

Seasonal Grilled Vegetable Medley

Freshly Brewed Regular and Decaffeinated Coffee with Creamer and Sugar/Sweeteners

\$24.00 per Person



EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 2 of 2
 Event Order #: 826059
 Quote #: M-GDPM9N
 Folio #: 4419

FUNCTION DAY/DATE: Saturday, April 27, 2024
 ORGANIZATION: Nebraska Press Association

ROOM SET-UP

Rounds of 10

*Add hotel
Centerpieces
at \$5.00 ea.*

- (1) SEE DIAGRAM
- (1) 8'x12' stage at the front, offset from the screen, with 2 sets of steps
- (1) Standing podium centered on the stage w/ client's sign on the front
- (1) Client's US & NE flags on the back of the stage
- (1) 66" round tables of 10, draped in White linens, Black napkins
- (1) Client's photo backdrop will be set in alcove of Lancaster 3 *From previous evening.
- (1) Trash Can and Trayjack
- (1) 3'x8' table against the west wall, under the screen
- (1) ** WALL BETWEEN LANCASTER 123 AND LANCASTER 456 WILL BE OPEN *Client will post signs to keep guests from entering meal area early.

BANQUETS

- (1) Plated meal silverware layout; waterfall fold on the napkins
- (1) Pre-set Salads, Dressings, and Desserts

AUDIO VISUAL

- (1) AV Pricing Provided by Encore *Please see separate quote from Encore Global for details

All food and beverage are subject to a taxable service charge of 24%, 2% taxable arena fee, and 7.25% sales tax. Sales tax and service charge are subject to change. All food and beverages served at this function must be provided, prepared and served by Hotel, and must be consumed on hotel premises.

Signature: _____ *[Handwritten Signature]*

If in agreement, please sign one copy and return



EVENT ORDER
THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 1
 Event Order #: 826398
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Saturday, April 27, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavelly
 DATE PRINTED: Wednesday, April 17, 2024

**GUARANTEE OF ATTENDANCE IS REQUIRED SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE FUNCTION.
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TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
5:30 PM-9:30 PM	Cocktail Reception	Lancaster 4,5,6	135			128

*Use
 Lanc. 4/5 only
 Keep wall open
 Lanc 6*

5:30 PM Cocktail Reception Lancaster 4,5,6

CASH BAR

- Domestic Beer @ \$5.00 per Bottle
- Micro-Brewed or Imported Beers @ \$6.00 per Bottle
- House Wines @ \$8.00 per Glass
- Premium Wines @ \$11.00 per Glass
- Select Brand Liquor @ \$7.00 Each
- Premium Brand Liquor @ \$8.00 Each
- Soft Drinks @ \$2.00 Each
- (1) Cash Bar- Square Gratuity

ROOM SET-UP

Special

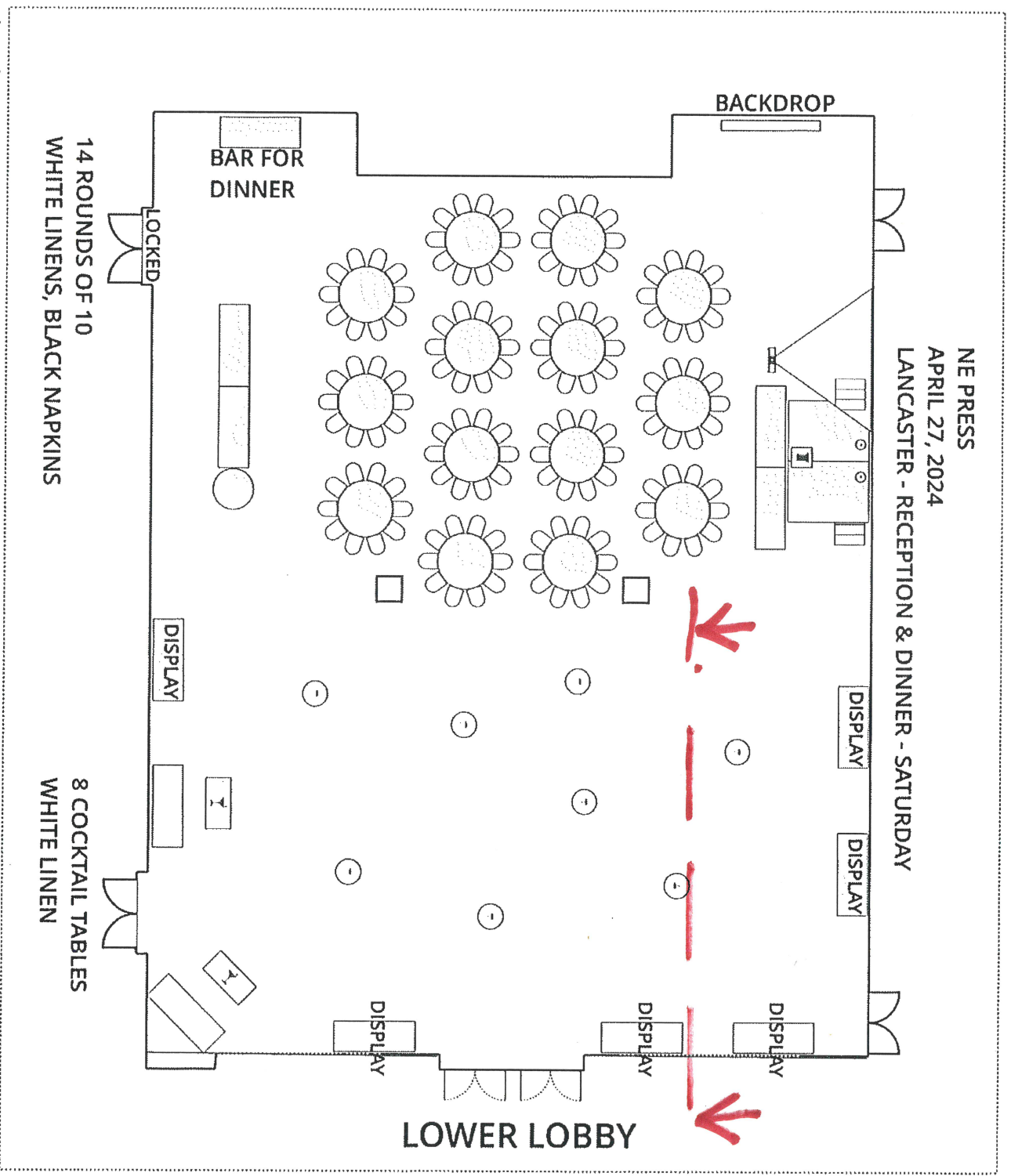
- (1) SEE DIAGRAM
- (1) 6 perimeter 3'x8' display tables from earlier session
- (1) 8 cocktail tables, draped in white linen
- (1) 3'x8' table with portable bar in corner of Lancaster 4 *Bar to remain in room for after-dinner reception -- SWITCHING TO HOST BAR!
- (1) One 3'x8' table with single portable bar on the east wall of Lancaster 4 *This bar will move into Lancaster 123 at 6:30 pm for dinner service.
- (1) Perimeter trayjacks and trashcans
- (1) ** WALL BETWEEN LANCASTER 123 AND LANCASTER 456 WILL BE OPEN *Client will post signs to keep guests from entering the meal area early.

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Signature: _____

If in agreement, please sign one copy and return

NE PRESS
 APRIL 27, 2024
 LANCASTER - RECEPTION & DINNER - SATURDAY



*Use Lane 7/5
 Only
 Keep Lane 6
 wide open*



EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 2
 Event Order #: 826890
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Saturday, April 27, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavelly
 DATE PRINTED: Wednesday, April 17, 2024

**GUARANTEE OF ATTENDANCE IS REQUIRED SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE FUNCTION.
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TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
6:30 PM-9:30 PM	Dinner POST AS: Better Newspaper Contest/Awards Banquet	Lancaster 1,2,3				

~~125~~
135

6:30 PM Dinner Lancaster 1,2,3

PRESET ITEMS:

Premium Chocolate Mosaic Cake
Alternated
 New York Cheesecake with Strawberry Topping
Alternated

Preset Ice Water

Preset Iced Teas on boards

BBQ DINNER BUFFET

Mixed Green Salad
 House-Made Ranch Dressing

Jalapeno Cheddar Cornbread

Cole Slaw

Beer Macaroni & Cheese

Baked Beans

Slider Buns

Sliced Brisket

Braised & Shredded Chicken

Assorted BBQ Sauce

Freshly Brewed Regular and Decaffeinated Coffee with Creamer and Sugar/Sweeteners

\$40.00 per Person

ROOM SET-UP

Rounds of 10

(1) SEE DIAGRAM

Marriott Proprietary and Confidential



EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 2 of 2
 Event Order #: 826890
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Saturday, April 27, 2024
 ORGANIZATION: Nebraska Press Association

- (1) 8'x12' stage in NW corner of Lancaster 3 with 2 sets of steps
- (1) Standing podium centered on the front of the stage
- (1) US & NE flags, provided by NE Press, on stage, behind the podium
- (1) 3'x16' table on floor, in front of the stage for auction items and awards
- (1) Existing drop-down screen on the west wall
- (1) Client's foam-core sign on the front of the podium
- (1) Client's photo backdrop set up in the alcove of Lancaster 3 *For pictures of award winners.
- (1) 66" round tables of 10; White linens, Black napkins
- (1) 3'x16' double sided buffet table with 48" round

BANQUETS

- (1) Buffet meal silverware layout; waterfall fold on the napkins
- (1) Preset Ice Water and Iced Tea (on boards), preset coffee cups
- (1) Preset Salads and Desserts (alternated)
- (1) Client will provide entree tickets to their guests - examples will be provided
- (1) Single portable bar and bar-back table from Lancaster 456 will move in at 6:30 pm.
- (1) **WALL BETWEEN LANCASTER 123 AND LANCASTER 456 WILL BE OPEN *Client will post signs to keep guests from entering the meal area early.

AUDIO VISUAL

- (1) AV Pricing Provided by Encore *Please see separate quote from Encore Global for details

EVENT SERVICES

- (14) Hotel Centerpieces on each round table @ \$5.00 Each

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Signature: _____

If in agreement, please sign one copy and return

also
 There is a *Sponsored hospitality hour
 Sat 9:30 - 10:30 pm
 in Lane 4/5 - Some Set-up as
 Friday's hosp. hr.
 Keep Lane 6 Wall open

*for
 135
 attendance*



EVENT ORDER
 THE LINCOLN MARRIOTT CORNHUSKER HOTEL
 333 South 13th Street, Lincoln, NE 68508
 PHONE:() -

Page # 1 of 1
 Event Order #: 827208
 Quote #: M-GDPMM9N
 Folio #: 4419

FUNCTION DAY/DATE: Sunday, April 28, 2024
 ORGANIZATION: Nebraska Press Association

POST AS: Nebraska Press Association Convention 2024
 BILLING ADDRESS: 845 S Street, Lincoln, NE 68508-1226
 CUSTOMER: Ms. Susan Watson Phone #: (402) 476-2851 Fax #:
 IN-HOUSE CONTACT: SAME
 MANAGERS: Scott Snavely
 DATE PRINTED: Wednesday, April 17, 2024

**GUARANTEE OF ATTENDANCE IS REQUIRED SEVEN (7) DAYS PRIOR TO THE FIRST DAY OF THE FUNCTION.
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TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
7:00 AM-12:00 PM	Storage POST AS: Storage/Work Room	Ivanhoe		8		X

No Food or Beverage Required at this Time

ROOM SET-UP

Special

- (1) SEE DIAGRAM
- (4) Perimeter 3'x8' tables, linenless, turned so the skirting is against the wall *For storage under the tables.
- (1) Perimeter seating for 4 - client will move chairs as needed.
- (1) Large Trash Can and Trayjack
- (1) Client is requesting 2 keys.

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Signature: _____

If in agreement, please sign one copy and return