







Meeting Space



			Maximum number of people per seating style					
ROOM	SQ. FEET	SIZE	 Classroom	 Theater	 Reception	 Conference	 U-Shape	 H-Square
Main Meeting Room	900	28.75' X 27'	30	45	35	25	25	20

Catering service available for all meeting functions

**FAIRFIELD INN & SUITES
MARSHALL**



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105 West IH-20
Marshall, TX 75672
Phone: (903) 938 -7666
Fax: (903) 938 -7669
www.fairfieldmarshall.com

Meeting Packages



MEETING PLANNERS PACKAGE

Specialty Breaks

(minimum of 6 people required)

HOT BREAKFAST

Rotated Hot Items: Eggs, Waffles, Sausage, White Gravy, Breakfast Bagels, Sliced Fresh Fruit, Yogurts, Danishes, Muffins, Cereals, Oatmeal Milk, Apple Juice, Orange Juice, Tea, Hot Chocolate, Coffee

\$7 per person

BREAKFAST BAGS

Apple, Special K Cereal Bar, Bottle of Water

\$3 per person

BEVERAGE BREAK

Freshly Brewed Coffee, Decaffeinated Coffee, Assorted Teas

Hot Chocolate, Assorted Soft Drinks

Bottled Water, Assorted Juice

\$2 per person

FRUIT INFUSION

Sliced Fresh Fruit, Assorted Yogurt, Trail Mix, Freshly Brewed Coffee, Decaffeinated Coffee, Assorted Teas, Hot Chocolate, Assorted Juice

\$4 per person

THE SWEET TOOTH

Assortment of Freshly Baked Cookies,

Ice Cream Novelties, Freshly Brewed Coffee, Assorted Teas

Hot Chocolate, Assorted Juice

\$3 per person



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Meeting Rentals



AUDIO VISUAL EQUIPMENT

PROJECTION

Overhead Projector	\$15
LCD Projector	\$55

VIDEO

DVD	\$25
VCR	\$25

AUDIO

CD Player	\$10
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MEETING SUPPORT

Flipchart with Markers	\$25
Power Package	\$10
Rolling Cart	\$10
Tripod Easel	\$10
Speakerphone	\$25
Podium	\$25
White Board	\$25

COMPLIMENTARY ITEMS

Wired High Speed Internet
Wireless High Speed Internet

Local Phone Calls
32" TV
Built-in Overhead Screen
Pens
Notepads

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ONLY THE BEST

We want to help make your gathering the best it can be. We offer a variety of catering options for all occasions -- just ask our Sales Department for more information and we'll help you set up the perfect spread.

Menu selections and room set requirements are to be communicated to the Sales office no later than 72 hours prior to the date of your event. Substitutions will be honored for special requests.

Final confirmation for the number of guests attending the event(s) must be received by the Sales office no later than 72 hours before the scheduled event. Should the client fail to communicate a final number of guests, the original number of expected guests will be considered the guarantee. The final guarantee is not subject to reduction.

Customized Menus: To accompany our standard catering menus, we also offer the opportunity to meet with our Sales Department to create a menu designed for your event. We will help you plan the catering from local restaurants and we also allow outside catering.

RECOMMENDED CATERERS

Central Perks	(903) 934-9902
Blue Frog Grill	(903) 923-9500
OS2	(903) 938-7700
Café Italia	(903) 923-9527
Jalapeno Tree	(903) 927-2777
Bodacious Bar-B-Que	(903) 938-4880
Deli Plus	(903) 935-7200
Catfish Express	(903) 935-5277

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