
INFORMATION/ADMISSION

Please copy and distribute this information and the enclosed directions to **EVERYONE ATTENDING** as this is your final confirmation for the **Arts Banquet**.

<i>THE DATE:</i>	<i>Tuesday, April 27, 2010</i>
<i>THE PLACE:</i>	<i>Aqua Turf Club, Plantsville</i>
<i>ARRIVAL TIME:</i>	<i>5:00 - 5:45 p.m.</i>

A map with directions to the Aqua Turf is enclosed or you can visit our website for door- to- door directions at www.casciac.org/directions.shtml. The parking area will be immediately visible as you enter the Aqua Turf grounds. Entry to the Banquet Hall is on the right, through the tall hedge along the driveway, impossible to miss. Attendants will be on hand to guide you.

This letter will serve as your admission to the banquet. Since all seating is assigned, no one will be admitted who has not previously been registered. Award recipients, their guests, and school officials will be seated together.

Registration is in alphabetical order by the town in which schools are located. Upon arrival, the award recipients only should proceed to the registration area to check in and receive their nametags. **Nametags should be worn at all times**. Parents, guests and school officials should go directly to their table. A table chart is located at the base of the grand staircase in the lobby and your meal tickets are in an envelope on your table.

The program will begin promptly at 6:00 p.m. with greetings, introductions, dinner and remarks. Please be seated before then.

For award recipients:

- When it is time for awards, a CAS staff member will come to your table and direct you to the presentation area. Bring your name tag with you. Please remain seated until then.
- When you reach the lobby, you will give your nametag to a CAS staff member.
- When you reach the presentation area, it is important that you come to a full stop, smile, accept the plaque in your left hand and shake hands with the presenter and with whoever is on the platform. A professional photographer will take your picture. Information regarding photos will be available at the banquet.
- Once you have received your plaque, continue in the same direction as you work your way back to your table.

Guests should not approach the platform to take pictures during the ceremony as it will interfere with the photographer. Also as a courtesy to others, please remain at your table until all students have received their awards and have been acknowledged with applause.