



## AFFILIATES FOOD & BEVERAGE REQUEST INSTRUCTIONS

Dear Guest,

Thank you for your interest in hosting an event at the Walt Disney World Swan and Dolphin Resort during RFID Journal LIVE! 2012.

Enclosed you will find all the information you need to plan a successful event(s). Please visit our affiliate website at a [www.swandolphinmeetings.com/cateringaffiliates](http://www.swandolphinmeetings.com/cateringaffiliates) and follow the “**4 EASY STEPS**” listed below.

**Step 1.** Review the Catering Menus & Pricing

**Step 2.** Fill out the Specification Form completely, to include all meeting details.

**Step 3.** Fill out your Food and Beverage selections in the space provided.

**Step 4.** Now print the Specification Form and fax back to the office at 407-934-1716 or scan to send via email to [jdiaz@swandolphin.com](mailto:jdiaz@swandolphin.com)

I look forward to serving you in the near future. Please do not hesitate to call if you have any questions. Have a great day!

Sincerely,

Janise Diaz  
Catering Sales Manager  
WDW Swan and Dolphin Resort  
1200 Epcot Resorts Boulevard  
Lake Buena Vista, FL 32830

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