You may make reservations either by phone or by email:

Email at any time **starting the Monday before and up until 10:00 am the Wednesday prior to the meeting at** ffglcreservations@yahoo.com (copy this email address into your personal email).

**Confirmation will not be sent out by email until the Wednesday before the meeting regardless of when you sent your reservation. You should receive your confirmation by 12:00 pm on that Wednesday.**

**OR**

If you do not have access to a computer, you may call 200-6080 on the Wednesday of the week before each meeting between 8:00 and 10:00 a.m. **You should receive your phone confirmation by 12:00 pm on that Wednesday.** Please speak clearly and provide complete information to include name, telephone number, member status, guests and meal requests.

If you want to sit with a specific group, make sure that one person from your group emails or calls in all names and meal requests for each member of the group. The more specific and accurate the information is the better chance your reservation requests will be honored. If an individual calls in with a late reservation and requests to sit with a specific group, we can no longer assure you that your request can be accommodated. Once a table is full, it is very difficult to move people from table to table. We ask for your help in making this process successful.

**Reservation Information** - Regardless of the method you choose, the following information must be provided for each member of your party: 1) name of the sender or caller, 2) telephone number, 3) the name of each member of your party and if they are a member or a guest, and 4) meal requests.

**Glade residents** - FG residents who are not members of the FFGLC are eligible to attend one meeting per year as a guest but must join to attend future meetings. Preference is always given to paid members in case of a full house.

**Meal choice** must be made at the time you make your reservation. You may choose from 1) Regular Meal, 2) Heart Healthy, or 3) Vegetarian. You will receive a color coded meal card when you check in on the day of the meeting. Please make sure you hold on to that card and place it on the table where you are sitting so the server will know the type of meal you requested. After the meeting, just leave the card on the table.

**Cancellations:** Call 200-6080 or email at ffglcreservations@yahoo.com any time before 10:00 a.m. on the Friday before the meeting. Please understand that payment for the meal will be required for cancellations received after that time.

**Payment:** The cost of the luncheon is $13.00, payable on the morning of the luncheon. Checks are preferred, made out to Fairfield Glade Ladies Club. Look for the “Reservations” tables in the lobby. (No change can be made for bills over $20.00.)

**Parking:** Parking at the Convention and Conference Center is at a premium, so carpooling is urged. Unfortunately, shuttle service is no longer available on a regular basis. Check the Late Breaking News page for the latest on its availability.