

Request for Service

EVENT NAME _____

SPACE _____

DATE _____

TIME _____

	Number Requested	Cost
Set up/layout needs		
<i>Equipment will be dropped off at your assigned space</i>		
No Fee:		
Chairs and tables provided in stacks		<i>No Charge</i>
Cabaret Tables (30")	_____	
Round Tables (60")	_____	
Rectangular Tables (72"x30")	_____	
Schoolies (72"x18")	_____	
Chairs	_____	
Music Stands	_____	
Musician Chairs	_____	
 Room set up requested (150+ People)		<i>No Charge</i>
Cabaret Tables (30")	_____	
Round Tables (60")	_____	
Rectangular Tables (72"x30")	_____	
Schoolies (72"x18")	_____	
Chairs	_____	
Trash Cans	_____	<i>No Charge</i>
Coat Rack(s)	_____	<i>No Charge</i>
Stanchions	_____	<i>No Charge</i>
Upright Piano	_____	<i>No Charge</i>
Portable Room Partition	_____	<i>No Charge</i>
Portable Stage <i>Dimensions of Stage Needed</i>	_____	<i>No Charge</i>
Fees:		
Ticket Printing (\$15.00/200 Tickets)	_____	_____
Advance Sales (\$100.00 Per Week)	_____	_____
Day of Event Sales (\$12.00 Per Person 2 Hr. Minimum)	_____	_____

ESTIMATED TOTAL

Additional Information:

Describe Set up Needs:

Representative Name.....Date

Advisors Signature.....Date