# Request for Service

**EVENT NAME**
________________________________________

**SPACE**
___________

**DATE**
________________________________________

**TIME**
___________

<table>
<thead>
<tr>
<th>Number Requested</th>
<th>Cost</th>
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**Set up/layout needs**

*Equipment will be dropped off at your assigned space*

**No Fee:**

- **Chairs and tables provided in stacks**
  - Cabaret Tables (30”)
  - Round Tables (60”)
  - Rectangular Tables (72”x30”)
  - Schoolies (72”x18”)
  - Chairs
  - Music Stands
  - Musician Chairs

- **Room set up requested (150+ People)**
  - Cabaret Tables (30”)
  - Round Tables (60”)
  - Rectangular Tables (72”x30”)
  - Schoolies (72”x18”)
  - Chairs
  - Trash Cans
  - Coat Rack(s)
  - Stanchions
  - Upright Piano
  - Portable Room Partition
  - Portable Stage
    - *Dimensions of Stage Needed*

**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**