



EVENT INFORMATION	
EVENT NAME	
DATE	
TIME IN	TIME OUT
CONTACT	
COMPANY	
PHONE	
ADDRESS	
EMAIL	

35ft

EVENT DETAILS		
Item	Comments	Fees
RENT		\$
TABLES	# Round @ \$0.75	\$
	# Rectangle @ \$0.75	\$
TABLE COVERS	# @ \$4.00	\$
CHAIRS	# @ \$0.25	\$
RISERS	# @ \$15.00	\$
EVENT STAFF	# @ \$12.75	\$
FIRST AID	# @ \$19.75	\$
PODIUM	(please check one) _____ Floor	\$
	_____ Table	\$
MICROPHONE	# (specify number needed)	\$
PIPE/DRAPE		\$
PIANO		\$
TUNER		\$
TELEPHONE		\$
BOOTH		\$
OTHER EQUIP		\$

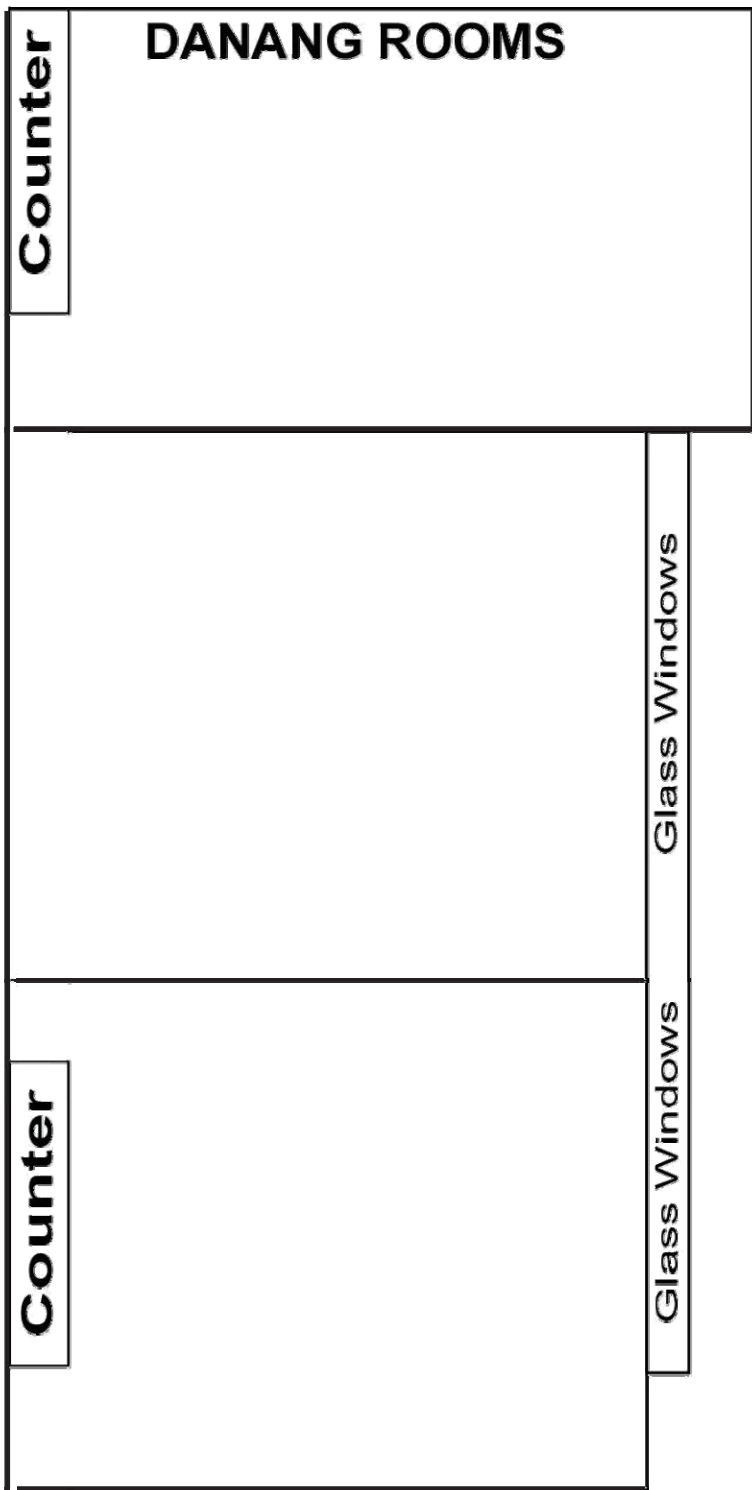
30ft

	SUBTOTAL	\$
	5% SALES TAX	\$
	TOTAL	\$
	LESS DEPOSIT	\$
	BALANCE DUE	\$

FOR OFFICE USE
DATE PAID
INVOICE #
RECEIPT #

Event Coordinator  
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29ft



42ft