

# EVENT INFORMATION SHEET

Name of Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event:

- Start: \_\_\_\_\_
- Serve: \_\_\_\_\_
- Bar: \_\_\_\_\_
- End: \_\_\_\_\_

Estimated Guest Count: \_\_\_\_\_

## ROOMS RESERVED

Alliance Room (150-200 MAX)

Runway Room (40 MAX)

Heritage Room (20 MAX)

Glen Edwards Room (28 MAX)

Flight Deck (50 MAX)

Pancho's Bar (50 MAX)

OFFSITE: \_\_\_\_\_

## POINT OF CONTACT

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alt. Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Alt. Email Address: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

## ALTERNATE POC

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

# EVENT INFORMATION SHEET

## SET UP

Tables: Rounds (10 max. per table)

Longs (8 max. per table)

Theatre Style

**Round Linen (90X90) Colors:**

- White
- Black
- Burgundy
- Dusty Rose
- Forest Green
- Gray
- Pink
- Red
- Royal Blue
- Sea foam Green
- Ivory

**Long Linen (52X120) Colors:**

- White
- Black
- Burgundy
- Forest Green
- Gray
- Pink
- Red
- Royal Blue
- Ivory

**Napkin Colors:**

- White
- Black
- Burgundy
- Dusty Rose
- Forest Green
- Gold
- Gray
- Pink
- Red
- Royal Blue
- Sea foam Green
- Purple
- Ivory
- Sandalwood
- Chocolate Brown

	YES	NO
Cake/Dessert Table	<input type="checkbox"/>	<input type="checkbox"/>
Coffee Table	<input type="checkbox"/>	<input type="checkbox"/>
Check-in Table	<input type="checkbox"/>	<input type="checkbox"/>
Gift Table	<input type="checkbox"/>	<input type="checkbox"/>
POW table	<input type="checkbox"/>	<input type="checkbox"/>
Podium/Microphone	<input type="checkbox"/>	<input type="checkbox"/>
Projector/Sound System	<input type="checkbox"/>	<input type="checkbox"/>