



Event Request Form

I. Tell us about you!

Name: _____ Today's Date: _____

Address: _____ City: _____ State: _____

Zip Code: _____ Phone: _____ Email: _____

Organization/Company name: _____

Arts Council Member? Yes No If so, what type: _____

II. Tell us about your event!

Event date: _____ Start time: _____ End time: _____

Event name: _____ Expected Attendance: _____

Brief description of your event: _____

Caterer on site? Yes No Caterer name: _____ Alcohol served? Yes No

Food and drinks served (non-catering)? Yes No

III. Room Request and Setup

Number of equipment needed:

___ 8' rectangle tables

___ 5' rectangle tables (20)

___ chairs

___ projector (no screen)

___ podium

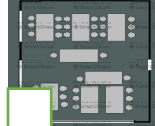
Gallery & Lobby



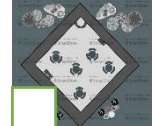
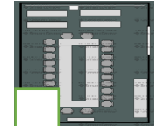
Meeting Room



Classroom



Conference Room Outside Patio



IV. Additional information or requests

Four horizontal lines for additional information or requests.

-----Office personnel-----

Signature _____

Date: _____