



Event Profile Worksheet

Event Name: _____
 Event Date(s): _____ : _____ am/pm - _____ : _____ am/pm
 Set Up: _____ : _____ am/pm - _____ : _____ am/pm
 Tear Down: _____ : _____ am/pm - _____ : _____ am/pm

PRODUCER:

Company: _____
 First & Last: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (____) _____
 Email: _____

Copy of ID

Expected Daily Attendance: _____ Insurance: Private CFSA
 Alcohol: Beer Wine Liquor Alcohol Rider:
 Caterer Non-Profit: _____
 Public Event *\$10 Parking Fee* Private Event **DEPOSIT: \$** _____ Receipt # _____

Facilities Needed:

Bldg. 1 Bldg. 2 Bldg. 3 Bldg. 4 Bldg. 5 Bldg. 6 Livestock Barns
 Kitchen Kitchen Grandstand Parking Lot Only

Outside Space: Approx. Sq. Ft.: _____

Is this event conducive to sharing the facility with other events? Yes No

Security Plan needs to be created with Global Security. Global handles all security in the parking lot, perimeter, screening and front entrance. Will you have additional security inside that you will be coordinating?
 Yes No

Will you be using: Tents Pipe & Drape Linens Staging

All Tables and Chairs must be rented from Fairgrounds.
