



## RESERVATION REQUEST FORM

The Williamson County Exposition Center Facility Reservation Request Form is for internal office staff and potential clients. This form does not book any dates for the clients. This form is for information only for the Williamson County Exposition Center staff to develop a proposal for the potential client.

Organization Name		Contact Name	
Street Address		City/State/Zip	
( ) cell / wk			
Phone Number	E-mail		
	am/pm	am/pm	am/pm
Event Name	Set-Up Date/Time	Event Date(s) Start/End Time	Move Out Date/Time

Type of event & tell us about your event:	
---	--

<b>Venue(s) requested (choose all that apply):</b> Arena / Expo Hall-N / Expo Hall-S / Covered Expo Patio / Meeting Rm / Conference Rm / Catering Kitchen / Wilco Expo Complex (includes all venues)			
<b>*Expected # of participants:</b> <i>*If 500+ attendees expected at any one given point, security is required to be present.</i>		<b>Number of chairs:</b>	
<b>Number of tables:</b>	<b>Round (72"):</b>	<b>Rectangle (30"x8'):</b>	<b>Cocktail:</b>
<b>Will this be a catered event?</b> Y or N <b>Need warming kitchen?</b> Y or N <b>*Will alcohol be served?</b> Y or N <i>*All events involving alcohol requires security to be present. Contact Expo Center staff regarding specifics.</i>			
<b>Stage (max size 12'x24')?</b> Y or N		<b>Podium?</b> Y or N	<b>Announcer's Stand?</b> Y or N
<b>Projector and Screen?</b> Y or N <b>How many:</b>		<b>Easel?</b> Y or N <b>How many:</b>	
<b>Portable P/A?</b> Y or N	<b>Microphone?</b> Y or N <b>How many:</b>	<b>Stalls?</b> Y or N <b>How many:</b>	
<b>Will animals be housed at the Expo overnight?</b> Y or N <b>RV Site (non-utility)?</b> Y or N <b>How many:</b>			
<b>Electrical Drops (6 outlets per drop)?</b> Y or N <b>How many:</b>			
<b>Roping Equipment?</b> Y or N		<b>Rodeo Equipment?</b> Y or N	<b>Forklift/Genie Lift (with operator)?</b> Y or N
<b>Special Requests:</b>			