

Please fill out the following information about your Event:

Event Name: _____ Estimated Attendance: _____

Date: _____ Start Time: _____ End Time: _____

Contact Information:

Name of Group or Organization: _____

Name of Event Organizer: _____

Email: _____ Phone Number: _____

Services Requested:

SOUND

Small Sound System [] (up to 50 attendees)

Large Sound System [] (50+ attendees)

Regular Microphones? YES [] NO [] How Many? []

Do you need "wireless" microphones? YES [] NO [] How Many? [] (extra cost)

Do you need "lavalier" microphones? YES [] NO [] How Many? [] (extra cost)

Do you have audio coming from your computer/any other source? YES [] NO []

Would you like music (spotify/pandora) to be played before the event? YES [] NO []

Do you have any special requirements? _____

PROJECTOR

Do you need a projector? YES [] NO []

Do you need "audio out" from projector? YES [] NO []

Do you need a "clicker"? YES [] NO []

Are there any special requirements? _____

FOOD/GATHERING

Are you serving food? YES [] NO []

Are you serving drinks? YES [] NO []

Do you need a "cooler"? YES [] NO []

Are there any special requirements? _____

EXTRA

Please, let us know if you need the following:

An extra "Sign Up" table? YES [] NO []

A "Whiteboard"? YES [] NO []

The audio of the even/talk/workshop to be recorded? YES [] NO [] (extra cost)