

Function Work Sheet

Name of Event: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Expected Attendance: _____ Event Type: _____

Requested
Move-in Date: _____

Requested
Move-in Time: _____ to _____

Requested
Event Date: _____

Requested
Event Time: _____ to _____

Date: _____

Event Time: _____ to _____

Date: _____

Event Time: _____ to _____

Requested
Move-out Date: _____

Requested
Move-out Time: _____ to _____

Area(s) Utilized: _____

Coat Check Person(s) Needed: Yes _____ No _____ Time(s): _____
(3 hours minimum @ \$12.50 per hour each)

Additional Security Requested: # Officer(s): _____

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____
(3 hours minimum @ \$12.50 per hour each)

Caterer: _____

Move-in Date: _____

Move-in Time: _____ to _____

Decorator: _____

Move-in Date: _____

Move-in Time: _____ to _____

Move-out Date: _____

Move-out Time: _____ to _____

A/V Company: _____

Move-in Date: _____

Move-in Time: _____ to _____

Move-out Date: _____

Move-out Time: _____ to _____

A/V Tech Needed: # Tech(s): _____ **Date(s):** _____ **Time(s):** _____
(3 hour minimum @ \$18.00 per hour)

Concessions Needed: Date(s): _____ **Time:** _____ to _____

Date(s): _____ **Time:** _____ to _____

Date(s): _____ **Time:** _____ to _____

Kiosk Message: _____

NOTES: _____
