

Event _____

Your Name _____ Phone _____

Committee/Group _____

Contact Person (outside groups) _____ Phone _____

Email _____

Date of Use _____ Arrival Time _____ Time of Event - from _____ to _____

Room(s) _____

Number of People _____

Meal Information:

Lunch _____ Dinner _____ Other _____ Serving Time _____

Buffet _____ Sit-Down _____ Dishes/Glassware from Second _____ Cutlery from Second _____

Table Covers: Type: Round Plastic _____ Round Paper _____ Plastic Roll _____ Placemats _____

Coffee _____ Tea _____ Water _____ Juice _____ Trash Cans _____ Dish Carts _____

Meal Charge _____

Who will provide food? _____

Menu: _____

Set-Up:

Tables _____ Chairs _____

Arrangement of Room (Draw set-up on back) _____

Podium and Microphone _____ Audio Visual: Screen _____ Projector _____ (Internal use only)

Registration Table _____ Flip Chart/ Markers _____ Easel _____ Other _____

Expense Report:

Budget/Account to Charge (Internal) _____

Room Cost (outside groups) \$ _____

Custodial Fees (\$20 per hour, outside groups) # hours _____ = \$ _____

Coffee (\$.50 per cup) # cups _____ = \$ _____

Tea/Hot Water/Packet Tray (\$.25 per cup) # cups _____ = \$ _____

Table Covers (\$4 each for round paper, \$3 each for round plastic) # covers _____ = \$ _____

Total \$ _____

How will payment be received by Second? (outside groups) _____

Complete and give copies to Marsha Kirsch and Willie West.