

Event Name: \_\_\_\_\_

Day-of Contact: \_\_\_\_\_

Name

Cell Phone Number

Event Date: \_\_\_\_\_

Reserved Times: \_\_\_\_\_

(include time for set-up, take-down, and clean-up)

Actual Event Times: \_\_\_\_\_

*Completed by BBG Office:*

Rental Monitor Times: \_\_\_\_\_

Rental Monitor: \_\_\_\_\_

Name

Cell Phone Number

**Purpose**

Meeting

Class/Workshop

Lecture

Plant Sale

Party

Other

**Equipment Needed**

\_\_\_\_\_ Chairs (150 available, include quantity)

\_\_\_\_\_ Tables (49 available, 18" X 72", include quantity)

\_\_\_\_\_ Mounted Projector and Screen

\_\_\_\_\_ Sound System

\_\_\_\_\_ Podium

\_\_\_\_\_ Portable Projector

