



Event Set Up Request

#1 DATE/TIME

Name/type of event: _____

Event start date : _____ Event end date: _____

Event start time: _____ Set up time on start date: _____

Event end time: _____ Exclusion dates: _____

Daily Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							

#2 ROOM/AREA REQUEST - Please check the rooms/areas included in your event rental:

Event Barn		Senior Conference Room	
Kitchen		Studio Classrooms	
Campus		Wood shop	
Math Classroom (individual)		Creative/Art Space	

Special Request: _____

#3 FURNITURE REQUEST - Please indicate the quantity needed for your rental:

Rustic pine folding tables - 8' X 40" (11)		Rustic pine folding benches w/backrest (19)	
Industrial rolling tables - 6' x 36" (8)		Rustic pine folding benches w/o backrest (19)	
Folding banquet tables - 5' x 30" (5)		Black padded folding theater chairs (92)	
Folding banquet table - 8' x 30" (1)		Green math room chairs (20)	
River tables (taller) - 6' x 16" x 42" (6)		Rolling coat rack (1)	

(Please continue to the back page)

#4 AV REQUESTS - Please indicate the quantity of items needed for your rental and outline any special requests below:

Podium (1)		Epson projectors (3)	
Bose Single speaker P/A System (1)		Projection Screen - 15' x 6' (1)	
4x wireless microphone setup (1)		Projection Screen - 7' x 3.5' (1)	
Rolling whiteboard (4 total, 1 in barn)		Rolling 75" TV (1 in barn, 4 fixed in studios)	

Power Needs: _____

Special Requests/Notes: _____

Event barn lights controlled by iPad/app provided with rental

Wifi Network: SageGuest Password: Laridae@1

#5 KITCHEN NEEDS - Attached to the Event Barn is a fully stocked commercial kitchen with nearly any appliance you need to prepare food for your event. Please see the "Event Guidelines" for a full list of appliances. Use the space below to highlight any specific culinary needs you have for your event.

Kitchen Request/Questions: _____

#6 ADDITIONAL SCHEDULE (if needed)

Start Time							
End Time							

Start Time							
End Time							

#7 VENDOR CONTACT INFO - Please provide all appropriate vendor contact information below:

Caterer Name: _____ Cell: _____

DJ/Band Name: _____ Cell: _____

Bar Name: _____ Cell: _____

Party Rentals Name: _____ Cell: _____

Coordinator Name: _____ Cell: _____

Other Name: _____ Cell: _____