

# EVENT SETUP FORM

INDICATE FURNITURE PLACEMENT BELOW

Today's Date \_\_\_\_\_

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

How many people are attending? \_\_\_\_\_

Date & Time of Event \_\_\_\_\_

Will you need the stage? \_\_\_\_\_

Contact Person \_\_\_\_\_

Will you need the podium? \_\_\_\_\_

Cell Phone No. \_\_\_\_\_

