

# Sample Event Logistics Form

Date(s) of Event \_\_\_\_\_ Time \_\_\_\_\_ Date of Request \_\_\_\_\_  
 Sponsor \_\_\_\_\_ Staff Contact \_\_\_\_\_  
 Contact \_\_\_\_\_ Telephone \_\_\_\_\_  
 Address \_\_\_\_\_ E-Mail Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Description of Event: \_\_\_\_\_

Locations(s) : \_\_\_\_\_

Number of Performers: \_\_\_\_\_ Estimated Audience: \_\_\_\_\_ Tickets sold: Yes No

Type of Audience: Public Private Other: \_\_\_\_\_

Will beverages be served? \_\_\_\_\_ Provider: \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_ Provider: \_\_\_\_\_

Will food be served? \_\_\_\_\_ Provider: \_\_\_\_\_

Entertainment: \_\_\_\_\_

Piano to be used?: \_\_\_\_\_ Tuning Required \_\_\_\_\_ Tuning Date \_\_\_\_\_ Bill to \_\_\_\_\_

<b>Enter time each day for the following:</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>	<b>Date</b>
Initial entry for delivery and setup:					
Open Entrance:					
Activity 1:					
Activity 2:					
Activity 3:					
Activity 4:					
Close Entrance:					
End Clean-up and Exit:					

<b>Staff Hours Required: (number X hours)</b>	<b>Date</b>					<b>Total</b>
Security Officers:						
Security Monitors:						
Event Staff:						
Audio/Visual Assistants:						
Other:						

<b>Equipment</b>	<b>Provided by</b>			<b>Location</b>
	<b>Staff</b>	<b>Sponsor</b>	<b>Other (specify)</b>	
Serving Tables (2)				
8' Round Dining Table				
5' Folding Tables (2)				
Butler Trays (4)				
Trash Cans				
Chairs				
Portable Lectern				
Lavaliere Microphone				
Slide Projectors				
Film Projectors				
TV/VCR				
Video Projector				
Other A/V:				
Easel				
General Clean-up				

<b>Fees:</b>	<b>Estimated</b>	<b>Adjustments after event</b>	<b>Final</b>
Security Staffing:	\$		\$
A/V Staffing:	\$		\$
Event Staffing:	\$		\$
A/V Equipment Fee	\$		\$
General Support Fee	\$		\$
<b>Total</b>	<b>\$</b>		<b>\$</b>

	<b>Approval with any reasons/conditions</b>	<b>Date</b>
Events Committee:		
Director:		

**Comments:**