

ATTACHMENT ~~B~~ VENUE WORKSHEET

Client Information

Name of Client

FIRST

LAST

Phone Number:

Email Address:

Outside Vendors (cont.)

EQUIPMENT RENTAL

CompanyName:

PointPerson:

AUDIO VISUAL

CompanyName:

PointPerson:

EventTimeline

Time	Event	Location
AM PM		
AM PM		
AM PM		
AM PM		
AM PM		
AM PM		
AM PM		
AM PM		
AM PM		
AM PM		
AM PM		
AM PM		
AM PM		
AM PM		
AM PM		

Office of Event Management Use Only

Documents

Letter of Agreement Terms & Conditions Certificate of Insurance Minors Packet
 IPC Form Alcohol Form Work Order Other: _____

Personnel

Assigned Police Officer(s):

Assigned Onsite Venue Coordinator(s):