

ALFRED LAWSON JR. MULTIPURPOSE CENTER EVENT SUMMARY FORM

CONTACT: Lawson Center Business Office (850) 412-5966 voice ♦ (850) 412-5991 fax

REQUESTORS WILL BE NOTIFIED IF/WHEN REQUEST HAS BEEN APPROVED PER CONTACT INFORMATION BELOW

*INSTRUCTIONS: Please fill out completely. *=Information Required.*

rev: 06/13

REQUESTOR INFORMATION

*Contact Person: _____	*Telephone Numbers: (W) _____
*Organization: _____	FAX: _____
*Address: _____	(C) _____
_____	*e-mail: _____
_____	Account Number: _____
*Event Name/Purpose _____	*SPACE REQUESTED _____
*Date Requested: _____ <small>(Note: Each date requested must use a separate form)</small>	*Your Arrival Time: _____
*Estimated Length of Event: _____	*Event Start Time: _____
*Contact Person's Signature: _____	OFFICE USE ONLY
*Approved By: _____	Reservation # _____
University Approval Only	Date Received: _____
	Received By: _____

PRODUCTION DESCRIPTION

This section MUST BE FILLED OUT COMPLETELY AND ACCURATELY for booking to be approved:

Inadequate detail will disqualify your application. Requests without documentation may be denied.

*** General Description (Awards Ceremony, Performance, Conference, etc.):** Please check the appropriate box and elaborate below:

- Concert/Festival
 Gala/Banquet
 Lecture/Seminar
 Play/Musical
 Ballet/Dance Event
 Sports Event
 Commencement/Convocation
 Religious Event
 Political Event
 Fashion Show
 Trade Show
 Recruitment Event
 Other (please specify below)

***Detailed Description:** _____

***Estimated Attendance:** _____ **Ticketing Arrangements:** _____

***PARTICIPANTS:** Please give the number of people participating in the following categories

MC/Speakers -- _____

Performers -- _____

Technicians, Stage Managers, Directors -- _____

Band/Music Groups -- _____

(Number of groups/type of group/number of people in each group)

Lighting Needs: _____

Audio Needs: _____

Facility Needs (Stage, Podium, screens, video or slide projection, furniture, etc): _____

Amenities (Souvenir sale arrangements, concession stands, special promotions, media support, etc.): _____