

# EVENT INFORMATION SHEET

Name of Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event:

- Start: \_\_\_\_\_
- Serve: \_\_\_\_\_
- Bar: \_\_\_\_\_
- End: \_\_\_\_\_

Estimated Guest Count: \_\_\_\_\_

## ROOMS RESERVED

Alliance Room (150-200 MAX)

Runway Room (40 MAX)

Heritage Room (20 MAX)

Glen Edwards Room (28 MAX)

Flight Deck (50 MAX)

Pancho's Bar (50 MAX)

OFFSITE: \_\_\_\_\_

## POINT OF CONTACT

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alt. Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Alt. Email Address: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

## ALTERNATE POC

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

# EVENT INFORMATION SHEET

## SET UP

Tables: Rounds (10 max. per table)

Longs (8 max. per table)

Theatre Style

**Round Linen (90X90) Colors:**

- White
- Black
- Burgundy
- Dusty Rose
- Forest Green
- Gray
- Pink
- Red
- Royal Blue
- Sea foam Green
- Ivory

**Long Linen (52X120) Colors:**

- White
- Black
- Burgundy
- Forest Green
- Gray
- Pink
- Red
- Royal Blue
- Ivory

**Napkin Colors:**

- White
- Black
- Burgundy
- Dusty Rose
- Forest Green
- Gold
- Gray
- Pink
- Red
- Royal Blue
- Sea foam Green
- Purple
- Ivory
- Sandalwood
- Chocolate Brown

	YES	NO
Cake/Dessert Table		
Coffee Table		
Check-in Table		
Gift Table		
POW table		
Podium/Microphone		
Projector/Sound System		

Email completed information sheet to [danielle.valentin@us.af.mil](mailto:danielle.valentin@us.af.mil) & [jillian.sullivan.2@us.af.mil](mailto:jillian.sullivan.2@us.af.mil)