



Community Event Request Form

Name of event: _____ Date of event: _____

Set up start time: _____ Event start time: _____

Event end time: _____ Clean up end time: _____

Event description (how do you see the Museum enhancing your event):

Contact information for the event:

Main contact name: _____

Email address: _____ Phone number: _____

Event address: _____

Day of event contact:

Main Contact Name: _____

Email address: _____ Phone number: _____

Event address: _____

Basic event information:

Cost for the Museum to be a vendor: \$ _____

Estimated event attendees: _____

Parking information: :

Is this an outside or inside event: _____

Location of booth/room number: _____

Marketing

Special marketing materials needed:

Would you need Museum provide an activity for the event? Yes No _____

Community event equipment set up needs:

Will equipment be provided? Yes No _____

Will we need to bring a microphone? Yes No _____

Other AV equipment needed? Yes No _____ Other: _____

Will we need to bring our own tables? Yes No _____

Will we need to bring our own chairs? Yes No _____

Will we need to bring our own tent? Yes No _____

Weights needed: Yes No _____

Set up /Loading information:

Take down/Clean up/Loading information:

Additional tasks for our staff:

Event staffing needs:

Number of staff for event: _____ Needing staff over 21? Yes No

Special skill needed? Yes No _____ JBLM access? Yes No _____

Is there a dress code for our staff? Yes No _____

Additional notes for us:

Office use only:			
Date Received: _____	W2W: _____	CMT: _____	Van request: _____
Request granted:	Yes	No	_____
Requested Denied:	Yes	No	_____
Reason for denial: _____			