

Event Accommodation Form *Lufkin Pitsier Garrison Convention Center*

Organization: _____ Event: _____

Contact Person: _____ Daytime Phone: _____ Alt #: _____

Address: _____

Date of Event: _____ Time Doors Open: _____ Time Event Begins: _____ Time Event Ends: _____

Early Move-In Date: _____ Time: _____ Late Move-Out Date: _____ Time: _____

Room Rental: ___ Ang ___ RR ___ Luf ___ Pan ___ Tx ___ Ray ___ Nech ___ Lg Rm ___ Whole Building

Rental Time: ___ 8 am – 5 pm ___ 8 am – Midnight

Early Move-in Hours: _____ OT Hours Midnight – 1 am: _____ OT Hours: _____

Concessions: ___ Y ___ N

Time Opening: _____ Time Closing: _____

Kitchen: ___ Catering ___ Cooking

Dishes: ___ Y ___ N *(If so, refer to Dish List)*

Warmers _____ Coolers _____ Coffee _____

Caterer: _____ Providing Own _____

Dressing Rooms: ___ Y ___ N

Security Officers: ___ From: _____ Until: _____

Estimated Number of Guests _____

Alcohol: ___ Y ___ N

Marquee: _____

Stage: ___ Y ___ N

Stage Size: _____

Red Carpet on Stage: _____

Piano: _____

Easel: _____

Flourescents: _____

Incandescents: _____

Spotlights: _____

Podium: _____

TV: _____

VCR: _____

Mounted Projector: _____

Remote Screens: _____

Portable Projector: _____

Transparency Projector: _____

Portable Screen(s): _____

CD Player: _____

DVD Player: _____

Laptop(s): _____

Stand-Up Mikes: _____

Lapel Mikes: _____

Cordless Mikes: _____

Table Mikes: _____

(Note: AV and Sound operated by Convention Center Staff)