

# Tent Event Checklist

☞ Due March 1, 2021 ☞

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

Brief Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Chairman: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

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

Time of Event: \_\_\_\_\_

Equipment Needs:

Item	Quantity	Item	Quantity	Item	Quantity	Item	Quantity
Table(s)		Chair(s)		Microphone(s)		Bartenders	

Please check if your event needs:

Tickets     Wristbands     Announcer     Music     Other

Someone from Tent Setup, Entertainment or Tent Finance may contact you regarding your needed list.

Date Submitted: \_\_\_\_\_