

Please provide complete information and submit form to Amanda Lee Ryan by email at awatkins@heard.org or drop a hard copy in her mailbox.

The department arranging the event must designate a contact person who will be present for the duration of the event. They will act as the liaison between the Heard operational staff and the group and/or group contact and will be responsible to address any issues that arise during the event.

Event Name / Type (Lecture, book signing, film screening, exhibit opening, etc.) <i>Please list the specific Event Name as it will be communicated to various museum depts.</i>	
Expected # of Attendees	
Today's Date	
Event Date(s)	
Event Start Time	
Event End Time	
Time you would like access to room for set up	
Preferred Room <i>If requesting multiple spaces, please list all rental spaces.</i>	
Set up Requirements (Theatre, classroom, hollow square, u-shape etc.) <i>Please indicate the specific room set up required for your meeting or event. If you're utilizing multiple spaces, please list the set up for each space.</i>	
Linen required (yes or no) <i>Cleaning charge of \$5.00 per cloth will apply</i>	
AV Requirements – <i>Please indicate the specific AV requirements. Ex: projector, screen, podium with mic, # of wireless mics.</i>	
Department Hosting Event	
Heard Contact (Employee) Name <i>To be present for duration of event</i>	
Heard Contact Phone #	
Internal fund name and expense code number (to be charged if applicable)	
Group Contact Name & Phone Number:	
Who are attendees? <i>Museum members, Guild members, public, employees, etc.</i>	
How was event promoted? (Radio ads, newspaper, etc.)	
Food & Beverage <i>If you're interested in the Courtyard Café, please copy Irene Rutigliano when submitting this form to Private Events Coordinator.</i>	

Special Instructions	
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