

Heard Museum Guild – Event Space Request Form

Please provide complete information and submit form to khughes@heard.org or drop a hard copy in Katie Hughes' mailbox.

The Guild member planning the event must designate an on-site contact (if other than themselves) who will be present for the duration of the event. They will act as the point person for the museum's operational staff and communicate any needs or issues that arise during the event to the Event Operations Manager.

Event Name / Type <i>Please provide event type and specific Event Name as it will be communicated to various museum departments.</i>	
Today's Date	
Event Date(s)	
Expected # of Attendees	
Event Start Time	
Event End Time	
Time you would like access to room for set up	
Room(s) Requested	
Set up Requirements <i>Ex: Theatre, classroom, round tables, hollow square, u-shape etc. If you're utilizing multiple spaces, please list the set up for each space.</i>	
Linen required (yes or no) <i>Cleaning charge of \$9.00 per cloth will apply</i>	
AV Requirements – Please indicate the specific AV requirements. Ex: projector, screen, podium with mic, # of wireless mics.	
Guild Department Hosting Event	
Event Planning Contact Name	
Planning Contact Phone Number	
On-site Contact Name <i>To be present for duration of event.</i>	
On-site Contact Phone Number	
Who are attendees? <i>Guild members, employees, public, etc.</i>	
Food & Beverage <i>If you're interested in having the Courtyard Café provide food or beverage, please copy Irene Rutigliano when submitting this form.</i> irutigliano@heard.org	
Special Instructions	