



**DATE OF EVENT** \_\_\_\_\_ **TIME** \_\_\_\_\_

**LOCATION** \_\_\_\_\_

**EVENT INFORMATION: (Where and to whom to send a check )**

**NAME OF EVENT** \_\_\_\_\_

**NAME OF ORGANIZATION** \_\_\_\_\_

**CONTACT (S)** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **FAX #** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **Zip** \_\_\_\_\_

**STATE** \_\_\_\_\_

**TAX ID NUMBER** \_\_\_\_\_

**LOCATION INFORMATION:**

**NAME OF FACILITY** \_\_\_\_\_

**CONTACT** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **FAX #** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

**ADDRESS OF FACILITY** \_\_\_\_\_

**CITY / STATE** \_\_\_\_\_

**EQUIPMENT (TABLES/EASELS)** \_\_\_\_\_