

THE CORNERSTONE

Private Event Request Form:

*=required information if applicable

*Submitted By: _____ *Organization: _____ *Date: _____

*Email: _____ *Phone: _____

*Event Name and Type: _____

*(Preferred) Event Date(s) and Times: _____

*Budget: _____

*Projected Attendance: _____ *Age Range: _____

*Performer(s)/Presenter(s): _____

*Ticket Price(s): _____ *Tickets Available: _____

Room(s) Requested: _____ Reception Hall (4000 SF) _____ Reception Hall (4000 SF) and Main Event Space (8000 SF)

Floorplan (attach): _____

Type of Services Required (attach): _____

___ Tables ___ Chairs ___ Stage(s) ___ Riser(s) ___ Sound ___ Lighting ___ Band Gear ___ Video ___ Signage

___ Photography ___ Internet/IT ___ Crowd Control ___ Pipe & Drape ___ Soft Goods ___ Linens ___ Coat Check

Audio-Visual Equipment Requirements (Attach): _____

Artist(s) Contact(s): _____

Security Requirements: _____

Power Requirements: _____ Shore Power: _____

Stage Access & Parking Requirements: _____

Green Room Requirements: _____

Food and Beverage Requirements (Attach): _____

_____ Beverage (N/A) _____ Beverage (ALC) _____ CATERING _____ CRAFT SERVICES _____ OTHER

Decor Requirements (Attach): _____

Comments: _____

Please note that NO outside vendors or customer-supplied goods or services are allowed without advance written approval from The Cornerstone Convention Center

3913 New Bern Ave., Raleigh, NC 27610 (919)836-7625

www.thecornerstoneconventioncenter.com