

# DeStefano Room Event



Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Number of guests expected: \_\_\_\_\_

Time of event: \_\_\_\_\_ - \_\_\_\_\_

Number for Organization: \_\_\_\_\_

Additional Requests: \_\_\_\_\_

\_\_\_\_\_

Time of setup/breakdown: \_\_\_\_\_

Contact person: \_\_\_\_\_

Number for contact: \_\_\_\_\_

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

For Office:

Reminders: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Inquiry: \_\_\_\_\_

Office Member: \_\_\_\_\_

