

220 Cypress Street
Abilene, Texas 79601

Center for Contemporary Arts
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Event Planning Worksheet

Estimated # of Guests: _____ Set Up Begins: _____

Event Begins: _____ Event Ends: _____

Caterer: _____ Phone: _____

Decorator/Florist: _____ Phone: _____

Consultant/Coordinator: _____ Phone: _____

Photographer: _____ Phone: _____

Entertainer: _____ Phone: _____

Cake: _____ Phone: _____

Other Contacts: _____ Phone: _____

Equipment Usage Fees – Includes set-up and tear-down.

**See Rental Guidelines & Policies for equipment set-up and tear-down practices.*

	# Needed/(Avail.)	x Each	Total
TV, VCR and/or DVD	____/(1)	\$15.00	\$_____
LED Projector & Screen	____/(1)	\$25.00	\$_____
<i>(Projector is VCR/DVD/Laptop compatible)</i>			
CD player	____/(1)	\$0	No Charge
<i>(Installed in fixed position in Breed Gallery)</i>			
Podium	____/(1)	\$0	No Charge
Piano	____/(1)	\$0	No Charge
White Folding Chairs	____/(228)	\$ 0.50	\$_____
60" Round Tables (seats 8)	____/(28)	\$ 2.00	\$_____
8' Banquet Tables	____/(8)	\$ 2.00	\$_____
Black Tablecloths for 60" Round Tables	____/(20)	\$ 9.00	\$_____
Total Equipment Usage Fees:			\$_____

Event Notes: _____
