

Event Information Form

GENERAL INFORMATION:					
Event Name: <i>(please include Couple's Names for Weddings)</i>			Event Day(s) & Date(s):		
Venue Location(s):			UOR Sales & Manager:		
Contract Start Time: <i>(when access to venue begins)</i>		Event Start Time:	Event End Time:	Contract End Time: <i>(when access to venue ends)</i>	
Rehearsal or Set-Up Date(s): <i>(if applicable)</i>	Rehearsal or Set-Up Times: <i>(if applicable)</i>	Utilizing UOR Rental Equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No		Final Guest Count:	
Have your candles (if permissible) and proposed décor been approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Permits Applied For: <i>(Required for propane and tents >200 square feet)</i> Portable Cooking <input type="checkbox"/> Portable Generator <input type="checkbox"/> Portable Heating <input type="checkbox"/> Tenting <input type="checkbox"/> Other: _____				
Name of Authorized On-Site Event Contact/Coordinator:		Cellphone:	Email:		
Your Authorized On-Site Event Contact is a designated person who will be on site throughout the event and can authorize services which may incur additional fees.					
VENDOR LIST: <i>(please also provide a separate timeline with setup, event, and breakdown details and layout)</i>					
	Name of Company/Contact Person	Phone	Email	Load-In/ Arrival Time	Load-Out/ Depart Time
Wedding/Event Coordinator:					
Caterer:					
Beverage Company:					
Equipment Rental Co.:					
Audio-Visual Company:					
Ceremony Musician(s):					
Reception Music/DJ:					
Cake/Dessert:					
Florist:					
Officiant:					
Photo Booth:					
Photographer:					
Transportation Company:					
Videographer:					
Other Vendor(s):					
ADDITIONAL NOTES:					

Please submit this form to your UOR Sales Manager at least 30 days prior to your event date. Refer to your Contract for more information on overtime charges and additional regulations. All vendors hired must be licensed and insured to work on the UOR Campus. Client is responsible for notifying all vendors about the numerous stairs for delivery and pick-up on Geneva Terrace. Geneva Hall elevator is only intended for guest usage to access Geneva Terrace and Stewart Chapel. Vendors are encouraged to attend a final walk-thru with client/planner and UOR, Event Services staff prior to event date.