

# BETTY VAN ANDEL OPERA CENTER EVENT SET UP WORKSHEET



Event Date: \_\_\_/\_\_\_/\_\_\_ Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_ Approx. Attendance: \_\_\_\_\_

Location: \_\_\_ Rehearsal Hall \_\_\_ Board Room \_\_\_ Music Suite(s)

Describe Event: \_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Set-up time: \_\_\_\_\_ Set-up date: \_\_\_/\_\_\_/\_\_\_ Teardown time: \_\_\_\_\_

Please fill in any applicable details below.

**Catering Company:** \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Arrival time: \_\_\_\_\_ Pick-up time: \_\_\_\_\_

**Florist/Decorator:** \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Arrival time: \_\_\_\_\_ Pick-up time: \_\_\_\_\_

**DJ and/or Entertainment:** \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Arrival time: \_\_\_\_\_ Pick-up time: \_\_\_\_\_

**Equipment rental Company:** \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Items rented: \_\_\_\_\_  
\_\_\_\_\_

Arrival time: \_\_\_\_\_ Pick-up time: \_\_\_\_\_

**Linen Company:** \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Arrival time: \_\_\_\_\_ Pick-up time: \_\_\_\_\_

**Piano Needed**     **Accompanist Referral Needed**     **Kitchen access needed**     **Sound/Light Referral**

**THIS FORM MUST BE SUBMITTED A MINIMUM OF 10 DAYS PRIOR TO EVENT DATE**

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## ADDITIONAL AVAILABLE SERVICES

Item/Service	Price	Notes	Total
*Audio Package 2 microphones, 2 speakers, CD	\$175		
4' x 8' x 1' black stage platform (4 sections available)	\$100		
Keller Grand Piano (includes tuning)	\$300		
6' long banquet tables (6 available)	\$5 each		
8' long banquet tables (6 available)	\$5 each		
Early access (Before 9am)	\$50 per hour		
Day before event setup or day after teardown <i>(Subject to availability)</i>	\$150 for Rehearsal Hall		
Opera GR table set-up/teardown	\$40 per hour		
<b>Complimentary upon request</b>	Lectern		
	Coat Racks		
	100 Cachet black chairs		
	Kitchen access		

**Grand Total for Additional Services:** \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

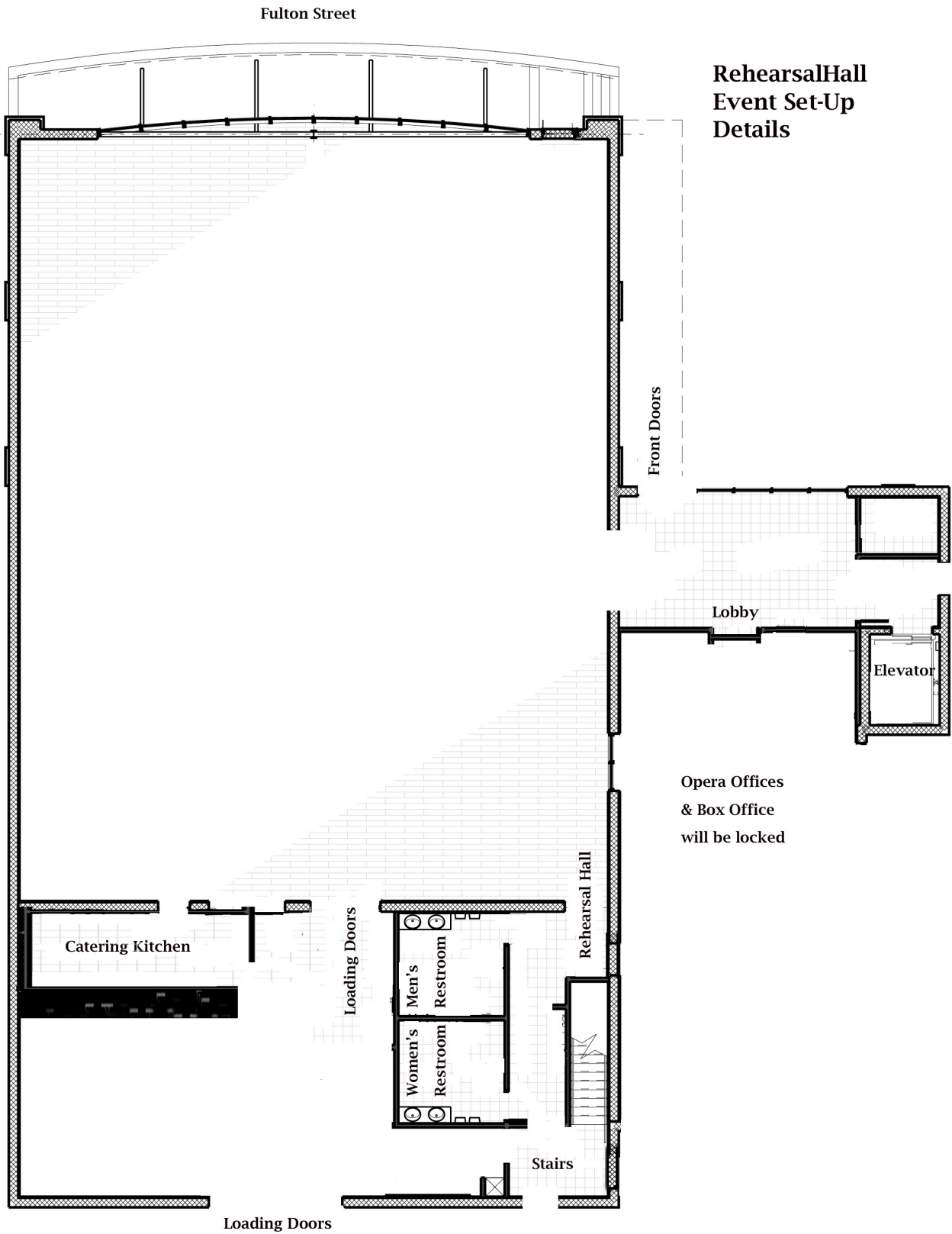
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Please fill in your planned set up.

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## 2nd Floor Event Set-Up Details

