

# Highlands

Please return to Festival Operations  
 Room 2010, MSC 4201  
 568-1715 (phone), 568-2599 (fax)

Event Title: \_\_\_\_\_

Org / Dept Name: \_\_\_\_\_

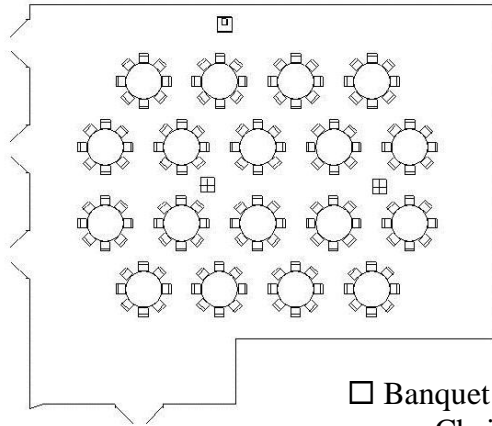
Event Date(s): \_\_\_\_\_

Event Time: \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

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

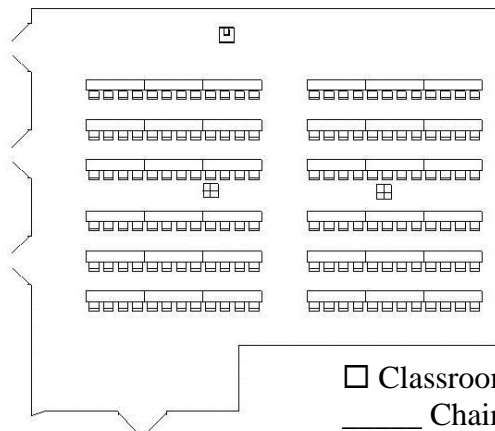
Contact Phone #: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

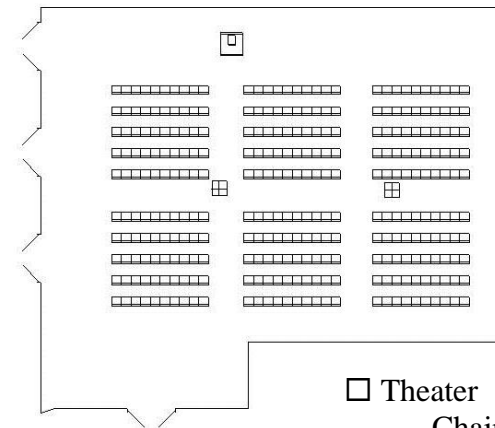


Banquet  
 \_\_\_\_\_ Chairs (max 160)  
 \_\_\_\_\_ Tables 5 ft round (max 20)

- Extra Equipment**
- \_\_\_ Computer (w/DVD) in the podium & ceiling mounted projector
  - \_\_\_ Podium (w/mic)
  - \_\_\_ Flipcharts
  - \_\_\_ Digital keyboard
  - \_\_\_ Dance floor
  - \_\_\_ Wireless microphones
  - \_\_\_ Wired microphone
- \* For Event Service needs call: 568-1715*



Classroom  
 \_\_\_\_\_ Chairs (max 144)  
 \_\_\_\_\_ Tables (max 36)



Theater  
 \_\_\_\_\_ Chairs (max 300)