

EVENT INFORMATION SHEET

SARASOTA COUNTY AGRICULTURAL FAIR ASSOCIATION

EVENT _____ FACILITY _____

DATE _____ EVENT TIMES _____

SET UP _____ TEAR DOWN _____

EQUIPMENT

TABLES Reg: _____ Draped: _____ CHAIRS _____

STAGING _____ RISERS _____

PODIUM _____ STAIRS _____

SOUND _____ MICROPHONES _____

SPOTLIGHTS _____ STAGELIGHTS _____

ELECTRIC (110) _____ (220) _____ AIR COND. _____

LAYOUT _____ OTHER _____

SPECIAL NEEDS _____

CONTACT _____ PHONE _____

ADDRESS _____