**Reunion set-up needs**

Please complete set-up information for your class meetings, lectures and entertainers.

**Class Tent Details │ Items listed below are included**

* Water cooler with cups (both will be refilled throughout reunions)
* Perimeter string lighting (tents larger than 30x90 will also have 300 watt up-lights attached to poles)
* 16' x 14' wooden dance floor (unless otherwise arranged)
* Speaker system with iPod hook-up
* Corded microphone
* Bulletin/message boards
* Trash bins w/liners
* 50 Amp Outlet box for power source
* Plastic tubs for bar ice (to be provided to your bartending team)

**MEAL VENUES │Outside of your class tent**

* Tables and chairs: Amount to be determined once we review your registration counts
* Tables for bars: We determine the number of tables your bartenders will need
* (1) Floor microphone and speaker system suited to the venue
* Caterers tent: Depends on venue
* Trash bins w/liners: caterers are responsible to remove all trash associated with meals

**CLASS MEETING │ Please complete the following section**

**Date:**

**Time:**

**Location:**

Does your presenter prefer to use a mic at the lectern or a clip-on wireless mic? If more than one presenter, please answer for each.

Do you plan to have a question and answer session during your event?

Are you planning on a visual presentation? If yes, does the presentation have sound?

Will you provide your own computer or would you prefer the College provide one? If so, Mac or Windows? *(If you provide your own, be sure to bring along your own adapter.)*

Do you plan to have a panel at your event? If so how many people will be on the panel? Would you like a panel table or just chairs?

Is the moderator included among the panel or will the moderator be at the lectern?

**CLASS-PLANNED LECTURES │ Please complete for each of your class-planned lectures**

**Title:**

**Date:**

**Time:**

**Location:**

Does your presenter prefer to use a mic at the lectern or a clip-on wireless mic? If more than one presenter, please answer for each.

Do you plan to have a question and answer session during your event?

Are you planning on a visual presentation? If yes, does the presentation have sound?

Will you provide your own computer or would you prefer the College provide one?

Do you plan to have a panel at your event? If so how many people will be on the panel?

Is the moderator included among the panel or will the moderator be at the lectern?

**Title:**

**Date:**

**Time:**

**Location:**

Does your presenter prefer to use a mic at the lectern or a clip-on wireless mic? If more than one presenter, please answer for each.

Do you plan to have a question and answer session during your event?

Are you planning on a visual presentation? If yes, does the presentation have sound?

Will you provide your own computer or would you prefer the College provide one?

Do you plan to have a panel at your event? If so how many people will be on the panel?

Is the moderator included among the panel or will the moderator be at the lectern?

**CLASS-PLANNED LECTURES │ Please complete for each of your class-planned lectures**

**Title:**

**Date:**

**Time:**

**Location:**

Does your presenter prefer to use a mic at the lectern or a clip-on wireless mic? If more than one presenter, please answer for each.

Do you plan to have a question and answer session during your event?

Are you planning on a visual presentation? If yes, does the presentation have sound?

Will you provide your own computer or would you prefer the College provide one?

Do you plan to have a panel at your event? If so how many people will be on the panel?

Is the moderator included among the panel or will the moderator be at the lectern?

**Title:**

**Date:**

**Time:**

**Location:**

Does your presenter prefer to use a mic at the lectern or a clip-on wireless mic? If more than one presenter, please answer for each.

Do you plan to have a question and answer session during your event?

Are you planning on a visual presentation? If yes, does the presentation have sound?

Will you provide your own computer or would you prefer the College provide one?

Do you plan to have a panel at your event? If so how many people will be on the panel?

Is the moderator included among the panel or will the moderator be at the lectern?

**ENTERTAINMENT │Please complete the following section**

The College does not need to provide any special set-ups such as staging, risers, lighting, etc. for bands or entertainers unless you indicate otherwise. **Any *special* set-ups are in addition to the Green Fee and will be charged on your College Reunion invoice.**

**If you have a DJ, band or musical group performing please fill out the following** (or supply us with the technical rider/contract which may include any special requirements that the group is not covering):

* **We do not require any special set-up for our entertainers**

**We require the following special set-up (check all that apply):**

* Extra power (beyond a standard electrical outlet):

How many amps/circuits are required: \_\_\_\_\_\_\_\_

* Riser platform: \_\_\_\_\_\_\_\_\_\_\_\_\_(size)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I have attached the technical rider/contract for your review (optional)