

SPECIAL SERVICES REQUIRED FOR THIS EVENT

- ___ Please mark here if this event will be used to raise revenue for your organization through ticket sales, registration fees, or some other method.
- ___ Please indicate here if you would like the Museum Gift Shop open during this event.* **There will be an additional charge of \$150 to staff and open the Gift Shop. If the Gift Shop should generate \$150 worth of sales during your event the Fee of \$150 will be refunded.**

Mark the appropriate spaces if you require the following equipment or services. (**Reminder: you must have a representative trained to use our equipment before your event - See Page 4.**)

- ___ Please show "Gerald R. Ford: The Presidency Restored" (Approximately 20 minutes long) at _____ p.m.
- ___ Podium w/microphone (available in auditorium only).
- ___ Microphones (#_____) (limit 3)
- ___ Video tape deck/projects on theatre screen
-Standard VHS tape only (1/2")
- ___ Laserdisc player/projects on theatre screen
- ___ Slide projector (Vertical slides not recommended)
(Slides need to be previewed at the Museum at least 24 hours prior to your event.)
- ___ Overhead projector
- ___ Tables on stage (#_____) limit 2
- ___ Tables in lobby (#_____)
- ___ Chairs on stage (#_____) limit 8
- ___ Other (describe)

Does this event have sponsors other than your organization?
Yes __ No __

If so, name(s):

Caterer (if applicable):

Authorized Representative (Caterer):

Address:

Telephone: