

SPECIAL SERVICES REQUIRED FOR THIS EVENT

- ___ Please indicate here if the 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 generates \$150 worth of sales during your event, the \$150 fee 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" at _____ P.M.
(This film is approximately 20 minutes long.)
- ___ Podium with 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 must 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, please provide name(s): _____

Caterer (if applicable): _____

Authorized representative (caterer): _____

Address: _____

Telephone: _____