

OVERVIEW

EVENT OVERVIEW

EVENT TITLE			
EVENT DATE (PUBLIC)		EVENT TIME (PUBLIC)	
EVENT DATE (PUBLIC)		EVENT TIME (PUBLIC)	
SET UP DATE		SET UP TIME	
SET UP DATE		SET UP TIME	
TEAR DOWN DATE		TEAR DOWN TIME	
MTG ROOMS USED			
PUBLIC ENTRANCE			

EVENT COORDINATOR INFORMATION

COORDINATOR NAME	
COORDINATOR ORG	
TELEPHONE	
"DAY OF" PHONE	
FAX	
WEBSITE	
ADD'L CONTACT NAME	
CONTACT PHONE 1	

EVENT SCOPE

EVENT DESCRIPTION	
# OF ATTENDEES	
TYPE OF AUDIENCE (I.E. CHILDREN UNDER 12, FAMILIES, OLDER THAN 70, ETC)	
SPECIAL NEEDS/REQUESTS REGARDING ATTENDEES	

WIRELESS INTERNET IS AVAILABLE THROUGHOUT THE COMPLEX, PASSWORD IS farmshow

MEETING ROOMS

EVENT LOCATION	
ROOM	
COMMONWEALTH ROOM (VIP)	
PA PREFERRED BANQUET HALL	
BANQUET HALL A (EAST)	
BANQUET HALL B (WEST)	
SUSQUEHANNA ROOM (B)	
DELAWARE ROOM (C)	
ALLEGHENY ROOM (D)	
MONONGAHELA ROOM €	
ERIE ROOM	
SCRANTON ROOM	
PHILADELPHIA ROOM (SKYBOX 1)	
LANCASTER ROOM (SKYBOX 2)	
PITTSBURGH ROOM (SKYBOX 3)	
BOARD ROOM	
SMALL ARENA OFFICE	
PENNSYLVANIA ROOM	
OTHER:	
OTHER:	

ROOM LAYOUT	
STYLE	ROOM LOCATION
THEATRE STYLE	
THEATRE STYLE: SEMI-CIRCLE CHAIRS	
BANQUET STYLE	
FAMILY STYLE BANQUET	
CLASSROOM STYLE	
U SHAPE CHAIRS AND TABLE	
CONFERENCE STYLE	
BOARD ROOM	

PLEASE COMPLETE ROOM DIAGRAM FORMS TO CAPTURE SET UP DETAILS.

ITEMS NEEDED		
ITEM	NUMBER REQUESTED	LOCATION
SEATING OPTIONS:		
BANQUET CHAIRS		
SINGLE (FOLDING) CHAIRS		
PLASTIC STACKING		

TABLE OPTIONS:	NUMBER REQUESTED	LOCATION
8 FT RECTANGLES (4 ON EACH SIDE)		
6' BANQUET ROUNDS (10 SEATS)		
5' PLASTIC ROUNDS (8 SEATS)		

REGISTRATION AREA?:	NUMBER REQUESTED	LOCATION
8 FT RECTANGLES		
SKIRTING (REGISTRATION/HEAD TABLES ONLY)?		
CHAIRS		

HEAD TABLES?:	NUMBER REQUESTED	LOCATION
8 FT RECTANGLES		
SKIRTING (REGISTRATION/HEAD TABLES ONLY)?		
CHAIRS		

STAGING OPTIONS:	NUMBER SECTIONS REQUESTED	LOCATION
BLACK STEEL FRAME: 6' X 8' SECTIONS, HEIGHTS: 32", 40", 48"		
ALUMINUM: 4' X 8' SECTIONS, HEIGHTS: 6', 24'		
WOOD: 4' X 8' SECTIONS, HEIGHT: 12"		
STAGE STEPS		
STAGE RAMP		

OTHER ITEMS:	NUMBER REQUESTED	LOCATION
PODIUM (FREE STANDING)		
PODIUM (TABLETOP)		
COAT RACKS		
EASELS		
FLAGS (UNITED STATES AND PENNSYLVANIA)		
PROJECTOR SCREEN: 8' X 8' (2)		
PROJECTOR SCREEN: 5' X 5' (4)		
PUSH CARTS		
BLACKBOARDS		
BLACK AND GOLD BARRIERS		
TENSA BARRIERS/STANCHIONS		

**NO LAPTOPS OR PROJECTORS ARE AVAILABLE. YOU WILL NEED TO BRING YOUR OWN.
NO LINENS AVAILABLE THROUGH FARM SHOW COMPLEX. PLEASE CONTACT CATERING SERVICES TO ORDER.**

LABOR:	NUMBER REQUESTED	LOCATION/ TIMES
HANGING OF BANNERS/SIGNS		

DIRECTIONAL SIGNAGE	NUMBER REQUESTED	LOCATION
EVENT NAME WITH ARROW		
OTHER:		

WILL YOU HAVE AN OUTSIDE DECORATOR?

NAME OF COMPANY

CONTACT NAME

PHONE NUMBER

EMAIL ADDRESS

OTHER REQUESTS:

ELECTRIC

PROMOTER ORDERS			
ELECTRIC DESCRIPTION	NUMBER OF OUTLETS NEEDED	LOCATION	COMMENTS:
UP TO 1500 WATTS			
208 V SINGLE PHASE			
20 AMP			
30 AMP			
50 AMP			
60 AMP			
100 AMP			
208 V THREE PHASE			
20 AMP			
30 AMP			
50 AMP			
60 AMP			
100 AMP			
20 AMP			
408 V SINGLE PHASE			

LABOR:	NUMBER:	LOCATION & TIME
ELECTRICIAN		

ELECTRIC POINT OF CONTACT		PHONE
EMAIL		
DESCRIBE ANY ADDITIONAL SET-UP REQUIREMENTS		

SOUND

AUDIOVISUAL		
EQUIPMENT REQUIRED	LOCATION	COMMENTS:
HOUSE SOUND: INCLUDES WIRELESS MIC		
PORTABLE SOUND INCLUDES WIRELESS MIC:		
PORTABLE SOUND INCLUDES WIRED MIC:		
ADDITIONAL WIRELESS MICROPHONES		
ADDITIONAL WIRED MICROPHONE		
ADDITIONAL SPEAKER/MONITORS		
CD PLAYER		
EXTERNAL TIE IN		
MIXER CONSOLE		
***** UP TO 3 MICROPHONES AVAILABLE *****		

ARE YOU WORKING WITH AN OUTSIDE A/V COMPANY?	
NAME OF COMPANY	
CONTACT NAME	
PHONE NUMBER	
EMAIL ADDRESS	
WHAT EQUIPMENT ARE THEY PROVIDING?	
DESCRIBE ANY ADDITIONAL SET-UP REQUIREMENTS	

OTHER REQUESTS:

UTILITY PLANT/HVAC

AIR TEMPERATURE IN ROOMS	
DURING EVENT HOURS	
AFTER SHOW HOURS	

Please note that some halls do not have air conditioning. During the summer, a requested temperature sometimes cannot be accomplished in these spaces.

CATERING & CONCESSIONS

CATERING NEEDS	
CATERING NEED SUMMARY (FULL SERVICE, REFRESHMENTS, BUFFET):	
HALLS/AREAS:	
DATES:	
TIMES:	
BUFFET:	
SIT DOWN:	
ATTENDANCE:	
DO YOU NEED LINENS:	PLEASE LIST COLOR:
ADDITIONAL INFORMATION:	

PLEASE CONTACT C&J CATERING SERVICES TO ORDER ALL FOOD AND BEVERAGE NEEDS AT INFO@CANDJCATERING.COM OR 717-576-1610 EXT. 203

ADDITIONAL CONCESSION NEEDS:	
WOULD YOU LIKE EATING/SITTING AREA?	
LOCATION OF EATING AREAS:	
BEER GARDEN?	
BAR?	

PLEASE CONTACT CONCESSION SERVICES TO ORDER ALL FOOD AND BEVERAGE NEEDS AT 717-576-1610 EXT 203