



Banquet Room Equipment & Supply Needs

Initials	#	Item	Price	Initials	#	Item	Price
		Flip Chart	\$17.00			Permanent Marker	\$1.00
		Dry Erase Board w/ Markers	\$8.00			Power Strip (Surge Protector)	\$5.00
		Internet Connection	\$20.00			Extension Cord	\$5.00
		TV/VCR/DVD Combo	\$45.00			CD Player	\$10.00
		LCD Projector	\$20.00			Cordless Micro- phone	\$15.00
		Overhead Projector	\$50.00			Handheld Micro- phone	\$15.00
		Dance Floor	\$100.00			Copies (each)	\$0.25
		Podium	N/C			Conference Call Phone	\$20.00

Please indicate the amount and initial by all the items you will be needing for your event. If you do not find something you will need on the checklist, please write it in and we will do our best to accommodate you.

Any additional supplies used during your event will be charged to your banquet total.