



Banquet Room Equipment & Supply Checklist

<i>Initials</i>	<i>#</i>	<i>Item</i>	<i>Price</i>
		<i>Flip Chart</i>	<i>\$17.00</i>
		<i>Dry Erase Board w/Markers</i>	<i>\$8.00</i>
		<i>Internet Connection</i>	<i>\$20.00</i>
		<i>TV/VCR/DVD Combo</i>	<i>\$45.00</i>
		<i>LCD Projector</i>	<i>\$50.00</i>
		<i>Overhead Projector</i>	<i>\$20.00</i>
		<i>Dance Floor</i>	<i>\$100.00</i>
		<i>Podium</i>	<i>N/C</i>
		<i>Permanent Marker</i>	<i>\$1.00</i>
		<i>Power Strip (surge protector)</i>	<i>\$5.00</i>
		<i>Extension Cord</i>	<i>\$5.00</i>
		<i>CD Player</i>	<i>\$10.00</i>
		<i>Cordless Microphone</i>	<i>\$20.00</i>
		<i>Handheld Microphone</i>	<i>\$15.00</i>
		<i>Copies (each)</i>	<i>\$0.25</i>
		<i>Conference Call Phone</i>	<i>\$20.00</i>
		<i>Linens (per napkin)</i>	<i>\$0.50</i>

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

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

Please sign this form and return with the Banquet Event Order.

Signature

Date