

PART IIIA – FUNCTION SET-UP ORDER

Date Originated:

Date Revised:

(Repeat for additional revisions as necessary.)

A. Event Details

Event Name:

Event Organizer/Host Organization:

Contact Name:

Contact Phone:

B. Function Details

Function #:

Function Name:

Function Type:

(Includes such types as breakout, general session meeting, office, registration, etc. Refer to APEX glossary for more function types.)

Post to Reader Board? Post Do Not Post

If Post, Post As:

Function Location (Venue and Function Room):

Key Event Personnel for this Function:

Attendance:

Function Start Day/Date:

Function Start Time (US or Military):

Function End Day/Date:

Function End Time (US or Military):

Set Up By (US or Military):

Dismantle No Later than (US or Military):

Catered Function: Yes No

C. Room Set-up

Room Set-up Diagram Attached: Yes No

(Note: The set-up diagram should indicate A/V placement and electrical needs.)

Room Set Room For (qty.):

Primary Room Set-up:

- 10x10 exhibits
- 8x10 exhibits
- Island Exhibit
- Peninsula Exhibit
- Perimeter Exhibit
- Tabletop exhibits
- Banquet Rounds for 10
- Banquet Rounds for 12
- Banquet Rounds for 8
- Board Room (Conference)
- Classroom - 2 per 6 ft. tables
- Classroom - 3 per 6 ft. tables
- Classroom - 3 per 8 ft. tables
- Classroom - 4 per 8 ft. tables
- Classroom (Chevron) - 2 per 6 ft. tables
- Classroom (Chevron) - 3 per 6 ft. tables
- Classroom (Chevron) - 3 per 8 ft. tables
- Classroom (Chevron) - 4 per 8 ft. tables
- Cocktail Rounds
- Crescent Rounds of 5
- Crescent Rounds of 6
- Crescent Rounds
- E-shaped
- Existing
- Flow (no tables or chairs)
- Hollow square
- Perimeter Seating
- Registration
- Royal conference
- Talk Show
- Theater
- Theater - Semi-circle
- Theater - Chevron
- T-shaped
- U-shaped
- Other:

Primary Room Set-up:

(Provide instructions for any special room set-up specifications such as a head table, center aisle, accessibility requirements, requirements for staging, risers, dance floors, perimeter seating, water service, VIP set-up needs and other.)

D. Audio/Visual (A/V)

- Not Required Group To Provide
 Venue To Provide Outside Vendor To Provide

AV Company Name:

A/V Equipment/Services Needed (choose all that apply):

Item	Quantity	Item Price	Item Detail/Comments
35mm Projector w/ Remote			
Audio Recording			
Background Music			
Blackboard w/ Eraser & Chalk			
Closed Circuit Video			
Data Projector			
Dry Erase Board w/ Eraser & Markers			
DVD Player			
Easel			
Electric Pointer			
Flipchart & Markers			
Lectern (standing)			
Lectern (table)			
Microphone – Wired Lavalier			
Microphone – Wired Lectern			
Microphone – Wired Standing			
Microphone – Wired Table			
Microphone – Wireless Lavalier			
Microphone – Wireless Lectern			
Microphone – Wireless Standing			
Microphone – Wireless Table			
Monitor Cart			
Overhead Projector			
Personal Computer – Desktop			
Personal Computer - Laptop			
Personal Computer - Mac			
Powered Speaker			
Projection Stand			
Screen (indicate size in comments)			
Television			
VHS Player			
Video Camera			
Video Monitor			

Item	Quantity	Item Price	Item Detail/Comments
Video Recording			
Other: <i>(please specify)</i>			

A/V Comments:

(Include additional AV requirements such as lighting and specifications for AV technicians if required.)

E. Food & Beverage (F&B)

- Not Required Group To Provide
 Venue To Provide Outside Vendor To Provide

F&B ID #	F&B Service Day/Date	F&B Service Time	Meal Type	Service Type	F&B Anticipated # F&B Guarantee # Set for #
			<input type="checkbox"/> Continental <input type="checkbox"/> Breakfast <input type="checkbox"/> Brunch <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Break <input type="checkbox"/> Reception <input type="checkbox"/> Hospitality	<input type="checkbox"/> Plated <input type="checkbox"/> Buffet <input type="checkbox"/> Boxed <input type="checkbox"/> Other (please specify)	

F&B Menu:

Description	Quantity	Price	Per
			Person, gallon, tray, etc.

F&B Comments:

(Includes dietary requirements, alcohol policies, bartenders, and other special issues, and other comments.)

F. Decor

- Not Required Group To Provide
 Venue To Provide Outside Vendor To Provide

Decorator Company Name:

Décor Instructions/Requests:

G. Security

of Keys Required:

Key(s) should be: House/Standard Key Re-keyed

Security Required: Not Required Group To Provide
 Venue To Provide Outside Vendor To Provide

Security Company Name:

Security Start Time (US or Military):

Security End Time (US or Military):

Security Instructions/Requests:

H. Accessibility

(Accessibility/Special Needs Instructions)

I. Entertainment Speaker

(Include speaker name, Entertainment/Speaker company, Special Instructions and requests.)

J. Signage

(Include Signage requirements, Signage company if applicable, whether easels for signage are required, how many, where and when and any special requirements including hanging banners or outside signage.)

K. Transportation

Transportation Required: Yes No

Transportation Company:

Transportation Instructions/Requests:

L. Shipping/Receiving

Shipping/Receiving Required: Yes No

Shipping/Receiving/Mail Instructions/Requests:

M. Utilities

Electrical Connections: Not Required Group To Provide
 Venue To Provide Outside Vendor To Provide

Optional:

Connection Type	Quantity	Price

Item	Quantity	Price
<input type="checkbox"/> Drain		
<input type="checkbox"/> Natural Gas/Propane		
<input type="checkbox"/> Water (indicate minimum pressure)		
<input type="checkbox"/> Fill & Drain (indicate gallons)		

Other Utilities Notes:

N. Billing Instructions

(Include any billing instructions that are unique to this function and not covered by information in the narrative.)

Organizer Cost Center:
(Optional for planner internal use.)