

Craft Center Special Event Proposal

The Georgia Tech Craft Center
404.894.2827

Special Notes:

Date & Time order placed: _____

Please complete EVERY section. A typical Craft Center Event takes 2 hours on an evening during the week. At least 2 weeks notice is required for all activities. Event publicity and space reservations are the responsibility of the applicant. Each proposal is subject to approval by The Craft Center management and availability of staffing. Stated fees include up to two CC staffers and 30 minutes of set-up/clean-up time.

Contact Information

Name: _____

Day Phone: _____

Evening Phone: _____

Mail Code: _____

E-mail: _____

Organization/Department: _____

Advisor: _____

Event Information

Date and Time of Event _____

Place of Event (reserved by applicant, unless in The CC): _____

of Participants Expected: _____

Description of Proposed Event:

Payment

Check One: Cash Check Buzz Card Credit Card Department Charge

People Soft Account #: _____

Doc. ID #: _____

Office: for Craft Center use only

Order taken by (CC Staff Name): _____

Manager Approval / Declination: _____

Staffing Requirements: _____

Manager Signature: _____

UPDATE:

COMMENTS:

paid for...date/time: _____

Non-Negotiable Staffing Fee = \$25.00 (2 hours) = \$ 25.00

Staffing Fee, Additional Time

= # of Additional Hours _____ x \$10.00 = \$ _____

Price Per Person \$ _____ x # of Participants _____ = \$ _____

Total Fee = \$ _____

Completed By (CC Staff Name) : _____