



EVENT REQUEST FORM

Email to: jathompson@alaska.edu or Fax to: 907-474-5469

Please complete and send this two page form
four weeks prior to the event.

Booking Date: _____ Event Date: _____ Start Time: _____ End Time: _____
Today's Date 2 Hours or less. When do your guests arrive/depart?

Event Title: _____
This language will appear on your welcome sign

Event Sponsor: _____
University Department or Organization

Billing Address: _____

of People invited/expected: _____ (Auditorium seats capacity 140 (Banquet 96) - no exceptions)

Person in charge of this event: _____
Person to contact for updates/information regarding the event

*** Please have only one person in charge of coordinating your event with the museum.***

Phone: _____ Message: _____ Fax: _____ Email: _____

Description of Event: _____

FOOD & BEVERAGE SERVICE

Please contact NMS Catering at: 907-474-6820 and check out their menus at:
<http://www.uafdining.com/catering.html>

- | | |
|--|---|
| <input type="checkbox"/> Light Hors D'oeuvres | <input type="checkbox"/> Heavy Hors D'oeuvres |
| <input type="checkbox"/> Non-Alcoholic Beverages | <input type="checkbox"/> Wine & Beer |
| <input type="checkbox"/> Dessert | <input type="checkbox"/> Other _____ |

****The museum will provide tables for food and beverages as needed.****

EVENT ITEMS

Please mark the accommodations you'd like for your event

AREA

- Open all Galleries for our guest's enjoyment (\$195 per event)

- We just need the Lobby and/or the Auditorium (\$125 per event) *(The auditorium max capacity is 140)*

- We will need a place for musicians to set up and play

NEEDS

- We will have a video presentation *(\$60 Booth Fee)*

- The presenter will need a podium and mic *Please arrive early for sound check*

- The presenter will bring a laptop *Please arrive early for tech check*

- The presenter will bring his presentation on a DVD or USB drive. *Please arrive early for tech check*

- Set up ____ round tables and chairs for our sit-down dinner. (96 max) *(\$10 per table)*

- _____

****The museum will schedule custodial services as needed before and after your event****

****The museum provides buffet serving/bar tables as needed for your event****

Museum admission starting at 6pm during winter hours:

All parties will be charged based on number of expected guests (or actual attendees - whichever is greater - min qty 30) at \$8.00 per person.

Museum admission starting at 7:30pm during summer hours:

All parties will be charged based on number of expected guests (or actual attendees - whichever is greater - min qty 50) at \$10.00 per person.

Museum Events are 2 hours long. Please inquire about additional hourly costs for a longer event.

Billing Information

(Please do not enter credit card info on this form)

Please send the bill to:

Payment will be made at event

Name: _____

Billing Address: _____
