

Event Detail Sheet

Oregon Reference Summit

Event Name: Oregon Reference Summit
Event Status: PROPOSAL SENT

Booking No.: 8944
Sales Rep.: Eila Sontag

Client Name: State Library of Oregon
Address:

Contact: Natalie Brant
Work: 503-378-5007
Home:
Email: natalie.brant@state.or.us
Cellular:
Fax:

Event Comments

11.22.19 ES: Tentative Agenda.

7:30am - Client Access
4:30pm - Client Exit

Friday, May 29, 2020

Location: Room 226 Auditorium

Booked From - To	Function/Setup Notes	Est Attend	Gtd Attend	Status	Price
7:30 AM - 4:30 PM	Oregon Reference Summit Built-In Classroom	40	40	PROPOSAL SENT	\$420.00 Discount: \$60.00

Location General Information
Room Subject to Change.

Setup Information

From	To	Description	Quantity	Price	Total
7:30 AM	4:30 PM	LCD Projector	1	\$200.00	\$200.00

Location: Room 220

Booked From - To	Function/Setup Notes	Est Attend	Gtd Attend	Status	Price
7:30 AM - 4:30 PM	Oregon Reference Summit Classroom	40	40	PROPOSAL SENT	\$360.00

Location General Information
Room Subject to Change.

Location: Bldg 19 - 119

Booked From - To	Function/Setup Notes	Est Attend	Gtd Attend	Status	Price
7:30 AM - 4:30 PM	Oregon Reference Summit Classroom	40	40	PROPOSAL SENT	

Location General Information
Room Subject to Change.

Includes Projector & Screen.

Location: Lobby

Booked From - To	Function/Setup Notes	Est Attend	Gtd Attend	Status	Price
7:30 AM - 4:30 PM	Oregon Reference Summit Buffet	100	100	PROPOSAL SENT	\$235.00

Event Detail Sheet

Oregon Reference Summit

Friday, May 29, 2020

Location General Information

DECOR:

Catering Information

From	To	Description	Quantity	Price	Total
7:30 AM	4:30 PM	Per Diem Package	100	\$28.00	\$2,800.00
7:30 AM	4:30 PM	Per Diem All Day Coffee	100	\$2.75	\$275.00
Coffee service extended throughout the event					

Location: Room 102

Booked From - To	Function/Setup Notes	Est Attend	Gtd Attend	Status	Price
7:30 AM - 4:30 PM	Oregon Reference Summit Banquet Rounds	100	100	PROPOSAL SENT	\$470.00

Location Setup Information

DECOR:

Setup Information

From	To	Description	Quantity	Price	Total
7:30 AM	4:30 PM	Distributive Sound System Comes with one microphone of client's choice.	1	\$175.00	\$175.00
7:30 AM	4:30 PM	LCD Projector	1	\$200.00	\$200.00

Misc. Items

Location Rental

From	To	Date	Description	Quantity	Price	Total
7:30 AM	4:30 PM	5/29/2020	Blg 19 - 119 Room Charge.	1	\$250.00	\$250.00

Deposit:
Required By:
Received On:

Location Sub Total:	\$1,735.00
Setup Sub Total:	\$575.00
Catering Sub Total:	\$3,075.00
FOODSC:	\$49.50
BEVSC:	\$0.00
Sub Total:	\$5434.50
Discount:	\$60.00
TOTAL:	\$5,374.50
Less Payments:	\$0.00
Balance:	\$5,374.50

Please ensure all of your event requirements are listed correctly. Thank you for supporting Lane Community College and its programs with your event dollars!

Contact: _____ **Approval:** _____