

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

12.5.19 ES: Tentative Agenda.

7:30am - Client Access
8:00am - Coffee
8:30am - Program Begins
12noon - Lunch
4:00pm - Program Ends
4:30pm - Client Exit

Friday, May 29, 2020

Location: Room 105

Booked From - To	Function/Setup Notes	Est Attend	Gtd Attend	Status	Price
7:30 AM - 4:30 PM	Oregon Reference Summit Classroom	20	20	PROPOSAL SENT	\$130.00

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: Lobby

Booked From - To	Function/Setup Notes	Est Attend	Gtd Attend	Status	Price
7:30 AM - 4:30 PM	Oregon Reference Summit Buffet	90	90	PROPOSAL SENT	\$235.00

Location General Information

Registration @ Reception Counter
Buffet

DECOR: Standard

Friday, May 29, 2020

Catering Information					
From	To	Description	Quantity	Price	Total
8:00 AM	4:00 PM	Beverage	0		
		Beverages			
		Coffee/Tea Service Per Person	1	\$2.75	\$2.75
12:00 AM	12:00 AM	Build Your Own CENTER Bowl	90	\$14.00	\$1,260.00
		Seasoned Tofu			
		Lentils			
		Black Beans			
		Brown Rice			
		Cheese			
		Sunflower Seeds			
		Yogurt Titan Yummy Sauce & Salsa			
		Hummus & Pita			
		Mixed Greens Salad			
		Cookies			
		Iced Tea			
		Additional Meat			
		Grilled Chicken	1	\$2.00	\$2.00

Location: Room 104

Booked From - To	Function/Setup Notes	Est Attend	Gtd Attend	Status	Price
7:30 AM - 4:30 PM	Oregon Reference Summit Crescent Rounds	90	90	PROPOSAL SENT	\$565.00

Location Setup Information

Crescent Rounds of 6 orienting South
Beverage Station on North wall

NOTE: additional table spacing for wheelchair accessibility.

DECOR: Standard

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

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Oregon Reference Summit

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

<p>Deposit: Required By: Received On:</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Location Sub Total:</td> <td style="text-align: right;">\$1,180.00</td> </tr> <tr> <td>Setup Sub Total:</td> <td style="text-align: right;">\$575.00</td> </tr> <tr> <td>Catering Sub Total:</td> <td style="text-align: right;">\$1,264.75</td> </tr> <tr> <td>FOODSC:</td> <td style="text-align: right;">\$227.66</td> </tr> <tr> <td>BEVSC:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Sub Total:</td> <td style="text-align: right; border-top: 1px solid black;">\$3247.41</td> </tr> <tr> <td>Discount:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>TOTAL:</td> <td style="text-align: right; border-top: 1px solid black;">\$3,247.41</td> </tr> <tr> <td>Less Payments:</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Balance:</td> <td style="text-align: right; border-top: 1px solid black;">\$3,247.41</td> </tr> </table>	Location Sub Total:	\$1,180.00	Setup Sub Total:	\$575.00	Catering Sub Total:	\$1,264.75	FOODSC:	\$227.66	BEVSC:	\$0.00	Sub Total:	\$3247.41	Discount:	\$0.00	TOTAL:	\$3,247.41	Less Payments:	\$0.00	Balance:	\$3,247.41
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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: _____