

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

Classroom orienting South
Speaker table

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

Event Detail Sheet

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Friday, May 29, 2020

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	Podium	1		
7:30 AM	4:30 PM	LCD Projector	1	\$200.00	\$200.00

Deposit:
Required By:
Received On:

Location Sub Total:	\$930.00
Setup Sub Total:	\$575.00
Catering Sub Total:	\$1,264.75
FOODSC:	\$227.66
BEVSC:	\$0.00
Sub Total:	\$2997.41
Discount:	\$0.00
TOTAL:	\$2,997.41
Less Payments:	\$0.00
Balance:	\$2,997.41

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:** _____