

**JACKSON COUNTY EXPO  
EVENT OUTLINE SHEET**

To assist you with a smooth Event experience please answer the following Items and return 30 days prior to event.

**EVENT NAME:** \_\_\_\_\_

**EVENT DATE(S):** \_\_\_\_\_

**SETUP PLAN (must be approved by JCEP prior to Event):**

**SETUP HOURS (please see contract for rental hours):**

**Time Setup will start:**

**Please list as detailed as possible**

**IF EQUIPMENT OR RENTAL ITEMS WILL BE DROPED OFF FOR SETUP AND TEAR DOWN WHEN AND WHERE WILL IT BE STAGED? (Permittee is responsible for providing all equipment and labor needed for their setup and tear down):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVENT DAY PLAN PLEASE INCLUDE:**

Time you will arrive:

Time Event starts:

Time you will be out of building

**TEAR DOWN PLAN PLEASE INCLUDE:**

Time teardown is planned to start:

Time Tear down will be finished:

**ADDITIONAL TABLES AND CHAIRS: (additional table and chairs may be requested up to 10 business days prior to event at a rate of \$12.00 per table and \$1.00 per chair)**

Total Number of 5' Round tables requested \_\_\_\_\_

Total Number of 8' Rectangular tables requested \_\_\_\_\_

Chairs Requested: \_\_\_\_\_

**WILL YOU NEED A BUILDINGS PA SYSTEM? (Please circle one)    YES            NO**

**Basic PA system available any additional sound needs must be provide by Permittee**

**PERMITTEE IS RESPONSIBLE FOR EXTRA POWER NEEDS OUT SIDE WHAT IS AVAILBLE IN BUILDING. PLEASE PROVIDE EVENT ELECTRICAL PLAN AND ATTACH ELECCTRICAL MAP.**

**PLEASE LIST ANY ADDITIONAL NEEDS YOUR EVENT MAY HAVE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_