

**JACKSON COUNTY EXPO  
EVENT OUTLINE SHEET**

To assist you with a smooth Event experience please complete this form and return 30 days prior to event

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

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

Total Number of 8' Rectangular Tables Requested \_\_\_\_\_

Total Number of 6" Round Tables Requested \_\_\_\_\_

Total Number of Chairs Requested: \_\_\_\_\_

**Included With Rental Are 10 Tables and 50 Chairs.**

**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).

**EVENT DAY PLAN:**

Time You Will Arrive: \_\_\_\_\_

Time Event Starts: \_\_\_\_\_

Estimated Time You Will Be Out Of Building:

**IF EQUIPMENT OR RENTAL ITEMS WILL BE DROPE OFF FOR EVENT, WHEN AND WHERE WILL THEY BE STAGED? (Permittee is responsible for providing all equipment and labor needed for their Event including set up and tear down):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MULTIPLE DAY RENTALS:**

**SET UP:**

Time Setup Will Start: \_\_\_\_\_

Expected Time Set Up Will Be Completed: \_\_\_\_\_

**TEAR DOWN:**

Time Tear Down Is Planned To Start: \_\_\_\_\_

Time Tear Down Is Expected To Be Completed: \_\_\_\_\_

**WILL YOU NEED A 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 OUTSIDE OF WHAT IS AVAILABLE IN BUILDING. PLEASE PROVIDE EVENT ELECTRICAL PLAN AND ATTACH ELECTRICAL MAP.**

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

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