

Event Descriptions	
Name of Event:	
Date of Event:	
Activity Brief:	

Attendance	
Total Seating Configured:	
Estimated Total Attendance:	

Event Overview			
Summary			
Name of Organizer:		Organizer Contact Information:	
Event Management Company Representative:		EMC Contact Information:	
Event Date:		Event Time:	
Set Up Date:		Set Up Time:	
Tear Down Date:		Tear Down Time:	
Event Type:	<input type="checkbox"/> Community <input type="checkbox"/> Book Launch <input checked="" type="checkbox"/> Seminar/Workshop <input type="checkbox"/> Media <input type="checkbox"/> Meet & Greet <input type="checkbox"/> Others Others:		
Noise Level:	<input type="checkbox"/> Moderate <input type="checkbox"/> Above moderate		
Disabilities Involvement:	<input type="checkbox"/> Yes <input type="checkbox"/> No Special Arrangement: To unlock disable toilet		

Other Setup (Sports Hub Partner)	
Catering (Internal Only):	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please update accordingly. Sports hub Catering Approved <input type="checkbox"/> Yes <input type="checkbox"/> No *Please have the attachment from Sports hub Catering
Cleaning Services (if Yes for catering):	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please update accordingly. DTZ Approved <input type="checkbox"/> Yes <input type="checkbox"/> No *Please have the attachment from DTZ

Library Level 1 Floor Plan

