

GENERAL INFORMATION:			
Meeting/Conference Name:		Meeting Day(s) & Date(s):	
Venue Location(s):		Presidio Venue Sales & Coordination Rep:	
Permit Start Time: <i>(when access to venue begins)</i>		Permit End Time: <i>(when access to venue ends)</i>	
Set-Up Date(s): <i>(if applicable)</i>		Set-Up Times: <i>(if applicable)</i>	Final Guest Count:
Name of Authorized On-Site Meeting Contact/Coordinator:	Cellphone:	Email:	

Your Authorized On-Site Meeting Contact is a designated person who will be on site throughout the event and can authorize services which may incur additional fees.

VENDOR LIST:					
	Name of Company/Contact Person	Phone	Email	Load-In/Drop Off/Arrival Time	Load-Out/Pick Up/Depart Time
Caterer:					
Beverage Co.: <i>(if hosting a reception)</i>					
Audio-Visual Co.: <i>(if applicable)</i>					
Equipment Rental Co.: <i>(if applicable)</i>					
Transportation Co.: <i>(if applicable)</i>					
Other Vendor(s):					

TIMELINE: <i>(please also provide a separate timeline with setup, event, and breakdown details for larger conferences)</i>			
Meeting Start:	Client Contact Arrival Time:	Meeting Start Time:	Notes:
Breakfast:	Start Time:	End Time:	Notes: <i>(if not providing or going off site, please indicate here)</i>
Lunch:	Start Time:	End Time:	Notes: <i>(if not providing or going off site, please indicate here)</i>
Meeting End:	Meeting End Time:	Client Contact Departure Time:	Notes:
Reception/Dinner: <i>(if applicable)</i>	Start Time:	End Time:	Notes: <i>(if not providing or going off site, please indicate here)</i>

Sustainable Practices: As stewards of the Presidio, we encourage using compostable products or china/glassware if possible and discourage the use of single-use products. We also encourage your guests to carpool or take public transportation whenever possible.

Will you need extra bins for compostable products or box lunches or are you using china/glassware? <input type="checkbox"/> Using Compostable Products <input type="checkbox"/> Box Lunches <input type="checkbox"/> Using China/Glassware	Approximate # of Cars:
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ADDITIONAL NOTES:

Please submit this form to your Presidio Venue Sales & Coordination Rep. at least 30 days prior to your meeting date. Refer to your Special Use Permit and our Rules for Meetings, Events and Catering at presidio.gov/venues for more info on overtime charges and additional regulations.