



CONTRACT #

CES EVENT REPORT

Instructions: Please complete this form using the freely available Adobe Reader and click the "Save As" and/or "Print" buttons at the bottom of this form to keep a copy for your records. If you need to send your report, please use the "Email" button located at the bottom of this form. This will allow you to send the request form as an attachment through your regular email desktop client such as Outlook and Novell, or via web based email such as MSN, Yahoo, or Gmail.

EVENT	<input type="text"/>	DATE(S)	<input type="text"/>
VENUE SET-UP	<input type="text"/>	DAY OF WEEK	<input type="text"/>
SPECIFICS/AUX	<input type="text"/>	WEATHER/TEMP.	<input type="text"/>
TICKET OFFICE OPENED	YES <input type="checkbox"/> NO <input type="checkbox"/>	EVENT BEGAN AT	<input type="text"/>
	TIME <input type="text"/>		
ENTRY/LOBBY OPENED	YES <input type="checkbox"/> NO <input type="checkbox"/>	INTERMISSION	<input type="text"/>
	TIME <input type="text"/>		
DOORS/GATES OPENED	YES <input type="checkbox"/> NO <input type="checkbox"/>	INTERMISSION LENGTH	<input type="text"/>
	TIME <input type="text"/>		
FOOD REQUISITION	YES <input type="checkbox"/> NO <input type="checkbox"/>	EVENT ENDED AT	<input type="text"/>
CATERING/CONCESSIONS	YES <input type="checkbox"/> NO <input type="checkbox"/>	ATTENDANCE	<input type="text"/>
INVOICES SUBMITTED BY VENDOR	<input type="text"/>		
CONCESSION INCOME	\$	<input type="text"/>	

STAFFING/PERSONNEL

<input type="text"/>	<input type="text"/>	IN	<input type="text"/>	OUT	<input type="text"/>
<input type="text"/>	<input type="text"/>	IN	<input type="text"/>	OUT	<input type="text"/>
<input type="text"/>	<input type="text"/>	IN	<input type="text"/>	OUT	<input type="text"/>
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<input type="text"/>	<input type="text"/>	IN	<input type="text"/>	OUT	<input type="text"/>
<input type="text"/>	<input type="text"/>	IN	<input type="text"/>	OUT	<input type="text"/>
<input type="text"/>	<input type="text"/>	IN	<input type="text"/>	OUT	<input type="text"/>

SIGNED BY: _____ DATE: _____
EVENT COORDINATOR

SIGNED BY: _____ DATE: _____
DIRECTOR OR GENERAL MANAGER

EMAIL	SAVE AS	PRINT
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A large, empty rectangular box with a thin black border, intended for entering a timeline and problems/comments.

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[Empty content area for timeline and problems/comments]

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