

Headliner's Club Information Sheet

Please use the form as a guideline for booking events at the Headliners Club

Today's Date _____

Member's Name _____

Contact's Name _____

Contact's Email _____ Tel. No. _____

Date of Event _____

of people (if this number changes without the Headliners Club's knowledge and/or without giving them proper notice, it may cause complications with the room set up) _____

Start time _____ End time _____

Who it's for (company name, meeting name, etc.) _____

Type of Event (dinner meeting, cocktail hour, etc.) _____

Room setup (please be specific) _____

A/V requirements (projector, screen, etc. or description of what equipment you are bringing)

Food service (all requirements/expectations for food and drink) _____
