

## Event Set Up Schedule

Schedule must be turned in to Facilities Coordinator two weeks prior to the event.

**Event Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	Name of Contact	Phone Number	Arrival Time
<b>Event Planner</b>	_____	_____	_____
<b>Decorator</b>	_____	_____	_____
<b>Caterer</b>	_____	_____	_____
<b>Alcohol</b>	_____	_____	_____
<b>DJ</b>	_____	_____	_____
<b>Photo Booth</b>	_____	_____	_____
<b>Flowers</b>	_____	_____	_____
<b>Dinnerware</b>	_____	_____	_____
<b>Other</b>	_____	_____	_____
	_____	_____	_____

Please contact the Facilities Coordinator with any special needs  
at 763-528-3992 or [CivicCenter@coonrapidsmn.gov](mailto:CivicCenter@coonrapidsmn.gov).