

## Banquet Event Order - "Master View BEO" PACG Film

### EVENT INFO

BEO NO.

60

EVENT

**PACG Film**

DATE/TIME

Thu, Jan. 11, 2024  
 5:00 PM - 8:00 PM

HEADCOUNT

MINIMUM **0** ESTIMATED **50** ACTUAL **60**

LOCATIONS

**Figge Art Museum - John Deere Auditorium**

Thu, Jan. 11, 2024  
 5:00 PM - 8:00 PM  
 225 W 2nd Street Davenport United States 52801  
[www.figgeartmuseum.org](http://www.figgeartmuseum.org)  
[jcochuyt@figgeartmuseum.org](mailto:jcochuyt@figgeartmuseum.org)  
 5633456657

CONTACTS

EVENT COORDINATOR

**Josie Cochuyt**  
**Figge Art Museum**  
[jcochuyt@figgeartmuseum.org](mailto:jcochuyt@figgeartmuseum.org)

CLIENT

**Glenda Guster**  
**Progressive Action for the Common Good**  
[gusterglenda@gmail.com](mailto:gusterglenda@gmail.com)  
 563-726-9226

VENDORS

**Chelsea Carmack**  
**Thunder Bay Grille**  
[ccarmack@hoari.com](mailto:ccarmack@hoari.com)  
 563-468-6146

### ADDITIONAL EVENT DETAILS

BAR & BEVERAGE DETAILS

Thunder Bay

Cash Bar - Tier 1 5-6 PM

Bar in Community Gallery

CATERING DETAILS

Hy-Vee

*Under \$1000 minimum*

- 3 Hors d'oeuvre platters ordered from HyVee

### ADDITIONAL EVENT DETAIL NOTES

#### THIS EVENT IS OPEN TO THE PUBLIC

Personal Inventory:

- Print Materials, Programs, Brochure
- Photos
- Check-in Materials
- Pop-Up Banner

Point of Contact Setting Up Personal Inventory: Glenda

Contact for End of Event Clean Up: Glenda and Committee

Figge Signage:

- Welcome Sign
- Direction Signs
- Private Event Catering / Bar

\*Glenda sending welcome and logo

Figge Linens: YES

Linen Order Details:

- (1) Black 90x156 - for bar table
- (1) Black 90 x 156 - for food

Date Linens Ordered: 1/3/2023

SET UP NOTES:

- 1 - 8ft Table for Bar in **Community Gallery** (Figge tablecloth)
- 1 - 8ft Table for Food in **Community Gallery** (Figge tablecloth)
- 1 - 8ft Table for Display in **Lobby** (has own tablecloth)
- 2 - 8ft for Check-In in **Lobby** (has one tablecloth)
- 1 - Classroom Table with 3 Chairs - Stage Area of **Auditorium**
- Podium Mic
- 2 Wireless Handheld (1 for Panelist / 1 for Audience Participation)
- Additional Batteries at the Podium, just in case

## SPECIAL REQUIREMENTS

### NOTES

No Content

## ADDITIONAL EVENT CONTACTS

### BILLING CONTACT (IF DIFFERENT THAN BOOKING CONTACT)

Name:

Phone:

Address:

Email:

## SECONDARY EVENT CONTACTS

## SCHEDULE

01/11/2024

5:00 PM Bar & Hors D'oeuvres in Community Gallery  
01/11/2024

5:00 PM Guest Arrival  
01/11/2024

6:00 PM Film and Program in Auditorium Begins  
01/11/2024

7:30 PM Film and Program Concludes  
01/11/2024

7:30 PM Clean Up | Vacate By  
8:00 PM  
01/11/2024

## GALLERY ACCESS

### GALLERY ACCESS (YES/NO)

Community Gallery Only

### START AND END TIME OF GALLERY ACCESS

No Content

### DOCENTS REQUESTED (YES/NO)

NO

### ADDITIONAL GALLERY NOTES

Museum open to the public until 8pm.

## SECURITY DETAILS

### DOORS UNLOCKED TIME

5:00 PM - Thursday Program - Museum Open Late to Public

### GALLERY ACCESS (YES/NO)

NO (Community Gallery)

### ADDITIONAL SECURITY REQUIREMENTS

No Content

## ROOM SETUP

### LINKED FLOORPLANS

No information to display

## AUDIO/VISUAL

### SETUP INSTRUCTIONS

Please Equipment List Below

### EQUIPMENT

Will use Auditorium A/V

- Presentation - Slideshow
- Film
- Podium Laptop
- Podium Mic
- 2 Wireless Handheld Mics
- 1 Classroom Table on stage area of auditorium
- 3 Chairs at Table
- Additional batteries at podium, just in case

## LINKED DOCUMENTS

### PROPOSALS

**No.1063**

**FIGGE Facility Use Agreement 2023**

\$0.00

2 of 2 signed

### INVOICES

No information to display

### CONTRACTS

No information to display

## SIGNATURES

### TERMS

Thank you for choosing the Figge Art Museum for your upcoming event.

By signing this Banquet Event Order, you are agreeing that all details and orders are correct and final. If you do need any modifications to your order, after signing, please contact Josie directly.

### SIGNERS

*Glenda Guster*

By: Glenda Guster  
Progressive Action for the Common Good

01/09/2024

208.38.230.39

Date Signed

Signer IP Address