## SPRINGVILLE MUSEUM OF ART

## RENTAL PROGRAM AND VENDOR CHECKLIST

			Due Date:
Event D	Pate:	Event Title:	
Sched	lule Times:		
Ceremony: Pictures:		Pictures:	Dance:
Luncheon/Dinner: Reception:		Reception:	Farewell Send-Off:
Farewe	Il Send-Off Description:		
Vend	or Information:		
	Food Services (Caterers, Food 7	Γrucks, Wedding Cake, etc.)	
	Vendor Name(s):		
	Requests/Accommodations:		
	Requests/Accommodations		
	Entertainment (Band, DJ, Perfo	ormers, etc.)	
	Vendor Names (s):		
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	Requests/Accommodations:		
	Photography/Video		
	Vendor Name(s):		
	Requests/Accommodations:		
	Other Vendors (Chairs, Floral, Lighting, Linens, Photo Booth, Ice Sculpture, etc.)		
	Vendor Name(s):		
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	Requests/Accommodations:		