



## Havelock Tourist and Event Center Lead Sheet

Date of Inquiry: \_\_\_\_\_ Date of Event \_\_\_\_\_

Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Set-up Time: \_\_\_\_\_

# Attendees \_\_\_\_\_ Set-up Style \_\_\_\_\_ Rate Quoted \_\_\_\_\_

Area of Event: A&B \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ ½ A \_\_\_\_\_ ½ B \_\_\_\_\_

Catering Requirements: \_\_\_\_\_

\_\_\_\_\_

Equipment Requirements: \_\_\_\_\_

\_\_\_\_\_

A/V Requirements: \_\_\_\_\_

Accommodations/Activity Information: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Mail Completed Lead Sheet to:**

*Havelock Tourist and Event Center, Post Office Box 368, Havelock, North Carolina 28532*