

# REGISTRATION FORM

*This form must be submitted with the Application for Permit and signed Agreement of Compliance in order to make your application complete.*

Event Planning Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Bill as a ISTV (state agency only) Please enter required codes. OAKS Dept. Code: \_\_\_\_\_ ORIGIN Code: \_\_\_\_\_

Billing information same as above Billing Name: \_\_\_\_\_ Title: \_\_\_\_\_

Billing Organization: \_\_\_\_\_ Billing Email: \_\_\_\_\_ Billing Phone: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_ Nature of Event: \_\_\_\_\_

Space you would like to use: \_\_\_\_\_ Number of guests expected to attend: \_\_\_\_\_

Would you like guided tours of Statehouse? Yes / No If yes, preferred time: \_\_\_\_\_

*To book a tour, please contact the CSRAB educational services manager at 614/728-3726 or kclement@csrab.state.oh.us.*

Will you need catering services? Yes / No Do you plan to serve alcohol? Yes / No

**PLEASE INDICATE THE CATERER YOU PLAN TO UTILIZE:** Milo's Catering and Banquet Services \_\_\_\_\_  
The Berwick Catering \_\_\_\_\_ Cameron Mitchell Premier Events \_\_\_\_\_ City Barbeque \_\_\_\_\_  
L.A. Catering \_\_\_\_\_ Metro Cuisine Catering & Special Events \_\_\_\_\_ Spagio Catering \_\_\_\_\_ Two Caterers \_\_\_\_\_



Will you have OUTSIDE ENTERTAINMENT, including DJ or band? Yes / No

Name of entertainment: \_\_\_\_\_ Phone: \_\_\_\_\_

*All hired or donated entertainment is subject to 20% facility fee.*

*For the following items, please indicate the number of each of the equipment items you anticipate needing. This is intended to allow the CSRAB Special Events Office to begin to plan your event.*

*Final equipment needs will not be required until two (2) weeks prior to your scheduled event.*

## PACKAGES:

Press conference packages are available;  
please, contact the CSRAB Office of Special Events for package details and pricing information.

## ITEMIZED EQUIPMENT: *May not be used if you are selecting a package.*

OUTDOOR SOUND SYSTEM: SMALL _____ LARGE _____	
INDOOR SOUND SYSTEM _____	6x8 SCREEN & PROJECTOR (rear projection) _____
60" ROUND TABLE _____	PIPE & DRAPE Blue _____ Black _____
8 FT. TABLE _____ 6 FT. TABLE _____	COAT RACKS _____
30" CABARET TABLES Seated _____ Elbow _____	42" FLAT SCREEN MONITOR _____
CHAIRS, GRAY _____ WHITE PADDED _____	60" FLAT SCREEN MONITOR _____
RISERS (4x8) _____	MULT BOX _____
CHOIR RISERS _____	KEYBOARD _____
EASELS _____	CD AUDIO PLAYER _____ DVD PLAYER _____
PODIUM _____ WITH MIC _____	TELEPHONE CONFERENCING _____
MICROPHONES: Lapel _____ Wired _____ Handheld _____	MICROPHONE STANDS _____
	Wireless _____