



Event Reservation Form

Date:

TO: Nevada Masonic Kid's ID Program
Ron Orr, Coordinator
1015 Crescent Moon Drive
North Las Vegas, NV 89031
robroy@intermind.net

It is our intent to sponsor a Kid's ID Event. Please reserve the required equipment for the date(s) specified below. We understand that we will be providing the trained staff, and our group will reimburse the program for the cost of supplies consumed during the event at the rate of \$1.30 per ID made. We further understand that we will pay for the repair or replacement of any booth equipment damaged or lost.

Event Name:

Location of Event: (Street address)

Event Date(s):

Booth Operation Time(s):

Hosting Organization: (who controls event)

Host Point of Contact:

Host Telephone Number / e.mail:

Booth Space:

Location:

Size:

Indoor/Outdoor:

Physical Discription:

Location of AC Power:

Lighting Provided:

Security Provided:

Sponsoring Masonic Body:

Mailing Address:

Booth Supervisor:

name

Telephone

e.mail

Expected # of IDs to be made:

Number of Booths to be used:

We will staff the booth with the following persons: (Minimum of 3 per booth - Name, Title(s))

1.

7.

2.

8.

3.

9.

4.

10.

5.

11.

6.

12.

Advanced Promotion Planned:

Booth Equipment Pick-up Day/Date:

Time:

Booth Equipment Return Day/Date:

Time:

Followup Promotion Planned:

Our After Action Report and Reimbursement will be forwarded on:

(Signature of Master/Matron/etc.)

(Print Name)