

VFCCI HOSTED EVENT MEMORIAL

Honored: _____ Todays Date: _____

PERSON Responsible for EVENT: _____

Phone: _____ Email: _____

Special requests: _____

Event date: _____ Estimated Attendance: _____

Set-up time: _____

Guest arrival time: _____ End time: _____

Cleaned up and out by: _____

Requested assistance with event?

Any Memorial service hosted by VFCCI will have access to full usage of Big Falls Lodge. Will you be utilizing the kitchen? _____

Do you need to utilize any part of the AV System? _____

(Microphone, WIFI, Music, TV etc.) **Please make arrangements prior to event** to test compatibility of equipment to system.

NO TOBACCO products are allowed in the lodge, including vapor pipes. The designated smoking area is outside in the SW back corner only, behind the building. Service animals are welcome.