

CRICCHIO EVENT COORDINATION WORKSHEET, Cont.	
Hotel Information:	
Hotel Name:	
Number of Nights of Event:	
Street Address:	
City/ State/ Zip:	City: _____ State: _____ Zip: _____
FAX Number:	Area Code: (_____) Number: (_____)
Phone Number:	Area Code: (_____) Number: (_____)
Travel Directions to Hotel:	Please attach a city map showing hotel location.

Shipping Information:	
	Where to ship Frank Cricchio's Equipment
Name of Consignee:	
	Hotel, Drayage Company, Convention Center, etc.
Street Address:	
City/ State/ Zip:	City: _____ State: _____ Zip: _____
Phone Numbers:	City: _____ State: _____ Zip: _____

Equipment Supplies Needed	To be supplied by Event Coordinator 1. Flip Chart with Stand and Red, Green, Blue, and Black Marking Pens 2. Photogenic Posting Table or equivalent 3. Two (2) Adjustable Posing Stools 4. Wireless Lapel Microphone 5. Background Stands 6. Black seamless Background Paper
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E-mail this sheet to:	Mr. Cricchio <FCricchio@att.net>
For Additional Information:	Call Mr. Cricchio Cell Phone @ 409-963-4066
Event Coordinator/Sponsor	Signature: _____ Date: _____

It would be appreciated if this form would be completed and returned at least 60 days prior to the scheduled event to enable the coordination of Mr. Cricchio's Travel Schedule, Hotel Accommodations, Plane Tickets, and Shipping of Equipment.

Note: No video taping is allowed without permission of Mr. Cricchio.
 Audio tape recording is permissible.
 Photographs of setup are allowed from attendee's stand.