**BulletinBoardsAndMore.Com**  ‘Checklist’ / Order Form:

Fill out in ‘Word’, Save ‘n Send! 619-804-0002 send to: [samford7\_1999@yahoo.com](mailto:samford7_1999@yahoo.com)

Client Company, Group or Association: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative / Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail:

On-site person’s name & Cell (if different)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ C:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hotel / Venue Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Set–up Room/ Location name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Floor # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you know if Ramps available to the location? Y N

Venue manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ph. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Bulletin Boards - (4’x6’) \_\_\_\_\_\_\_ (4’x8’) \_\_\_\_\_\_Whiteboards (4’x6’)\_\_\_\_\_\_\_\_

4 WB Marker & Eraser sets $10 - #\_\_\_\_Easels: Heavy Duty# \_\_\_\_\_ Light Duty \_\_\_\_\_

STAGING: 4’x4’ sections #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Size: Width x Length \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Height: 8”16”24” 32”

OUTDOORS: Most Often will require sandbags: 2 per each board is recommended #\_\_\_\_. Currently we don’t have sandbags in the S.F. Bay Area ☹ We reserve the right to turn down an outdoor meeting if we don’t believe it’s safe. You will need to sign a disclaimer for wind damages / injuries. **Also:** You may need extra lighting. Even indoors! We may be able to supply your lighting, or recommend a lighting company.

IMPORTANT: If using an Elevator will it hold the 4x6’ or 4x8’ boards? Y  N

Date(s) of use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivery Day (is space available *the Previous day/evening?)* Day: Wed Date: \_\_\_\_\_\_\_\_\_

Time frame, from \_\_ To \_\_AMPM Deadline: \_\_ AM PM

Strike (removal) day (*Possibly the day / morning after?)* Day: \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Time frame, from \_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_ AM PM

Diagram Y N We recommend positioning the boards perpendicular to main entrances so the posters are easier to find.\**But…*(\*if the room is poorly lit you may want to orient them perpendicular to windows –the opposite of the above!).

RE: Lighting. Will the posters be readable? Sunlight from windows can help in daytime. -- Will you print numbers to assign the posters?-- A small cup of push-pins is provided on each face of each board.

Other activities in the room: Exhibits / Meals / Buffet Setup /Cocktail party or other equipment / tables and chairs for persons to rest / water stations / games….etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Finally: If you decide to use our services, with credit card payment there’s a 3-4% fee. TY!