Name of vendor approved:
Name of event:
Date of event:

Items
1. Tenting items and their specification (e.g. color, size, length and Height etc)
   a. (This includes tents, stage, chairs, carpets, tables, Flower arrangements and setup)
2. Food items (This includes all eatable)
3. Lightings and Electrification (This also includes wires for providing connections)
4. Crockery and its specification
5. Number of expected audience
6. Sound system
7. Flex and backdrop
8. Committed date and time of set up
9. Area to be suggested for Placement of pantry
10. Any other special arrangements