



NEW MEXICO

GENERAL SERVICES DEPARTMENT

"THE HEART AND SOUL OF STATE GOVERNMENT"

Michelle Lujan Grisham Governor

Anna Silva Cabinet Secretary

Event name _____

Date: _____ Start time _____ End Time _____

Host/Organization _____

Contact Name _____

Phone _____ Email _____

Guest Attendance _____ Host arrival time _____

The guest list needs to be emailed to us no later than 3 days before the event.

It must be alphabetized **by last name first, first name** for State Police and guest check in.

One of the event organizers needs to be at the gate for guests check in.

Event details: FEE _____

Indoor/Outdoor – tent rental may be required, depending on date and guest count

Tent Y/N Tent rental company _____

Set up date _____ Time _____

Take down date _____ Time _____

Additional notes:

Outside Use: Residence Tables Y/N - Number of Tables (we have 12 60" rounds and 3 72" rounds) _____

White Folding Chairs Y/N – Number of Chairs _____

Highboys Y/N – Number of Highboys (we have 6) _____

We do not offer linens (tablecloths/napkins) or service ware including glassware. We will need a copy of your rental agreement emailed to us.

Rental contract received and filed _____

Caterer Company _____ Arrival time _____

Contact Name _____

Phone number _____ Email _____

Catering menu and contract received and filed _____

Staff Names for State Police _____

Serving Liquor/Wine/Beer Y/N (No red wine except for during sit down dinner)

Liquor Vendor contact _____

Bartenders # _____ Paperwork _____ Arrival time _____

Staff Names for State Police _____

Phoenix Security (1 per 100 guests) 505-310-4082 Gilbert Archuleta _____)

Florist Y/N contact _____

Parking attendant (required for over 100 guests, unless using shuttles. We have 50 parking spaces available)

Contact: _____

Arrival time _____

Names for State Police _____

Photographer Y/N Contact _____

Entertainment

Will you have entertainment? Y/N Details and Contact

Electronics Needed (please provide your own extension cords)

Residence PA System Y/N

Residence Stereo Y/N

Podium Y/N

Docent at event Y/N

Residence Notes:

Walk through scheduled_____

Paperwork sent:

Guidelines_____

Approved Vendors_____

Fee Schedule_____

Invoice for Fee_____

Invoice for Damage Deposit_____

Site map and letter to beverage vendor _____

Visiting Caterer letter_____

Visiting Liquor letter_____

Notes in Calendar_____