

Entertainment & Technical Services EVENT /JOB REQUEST FORM



LIPSCOMB

UNIVERSITY

Today's Date:	
Time:	

(2 week prior notice in order to guarantee labor & equipment)

Contact Information:

Contact/Representative:	
Department/Company:	
Building / Room #:	
Email Address:	
Address: (for billing purposes)	
City, State, Zip Code	
Work Phone:	
Mobile Phone:	

**Entertainment &
Technical Services**
Lipscomb University
One University Park Drive
Nashville, TN 37204
615-966-1234

Date or Dates of Event: (example - 4/20/17)	
Title of Event: (example - Chris Tomlin)	
Location of Event: (example-Shamblin Theatre)	
Type of Event: (example - concert)	
Technical / Equipment Requests: (example - video projector, podium with microphone)	
Special Requests (Please describe):	

*** LABOR HOURS ***	(example)	(times)
Event starting time:	8:30 AM	
Preset by (time):	7:30 AM	
Finished by / Out time:	4:30 PM	

Labor charges are estimated by the information passed on to ETS. They are based on a minimum three hour call @ \$10.00 per hour (\$30.00 charge) for Campus Departments (off Campus clients @ \$35.00) and the total labor per tech charges are based on the technical needs requested by the client. A final invoice with a breakdown of all the charges will be sent through the mail to verify your total charge. After the invoice has been sent, ETS will hold the invoice for five business days before handling the budget transfer. All other methods of payment (check/cash) can be mailed to ETS directly and will be expected within 30 days after being invoiced.

***** Method of Payment (must be completed before event can be considered and/or scheduled) *****

Budget
 Cash
 Check
(please check one with an X; all checks will need to be payable to Lipscomb University)

Budget Code:	example: 537022-720115 for Lipscomb Departments only!
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(Transfer of funds to be processed FIVE business days after the date of the final invoice)