



RESERVATION REQUEST FORM

The Williamson County Exposition Center Reservation Request Form is for internal office staff and potential clients. This form does not book any dates for the clients, and is used to gather information to develop an estimate.

Contact Name		Organization Name	
Street Address		City/State/Zip	
Phone Number	E-Mail		
cell / work			
Event Name	Set-Up	Event Date(s)	Move-Out
	Date: Start: End:	Date: Start: End:	Date: Start: End:

Tell us about your event:	National	State	Regional/County	Local

Venue(s) requested (choose all that apply): Arena Expo Hall-North Expo Hall-South Covered Expo Meeting Room Conference Room Catering Kitchen Wilco Expo Complex (includes all venues)				
Expected # of participants:		Number of chairs:		
Number of tables				
Round (72"):	Rectangle (8'):	Rectangle (6'):	Cocktail (30" or 42"):	
Will this be a catered event?		Need warming kitchen?	Will alcohol be served?	
Stage?	Microphone?	How Many:	Easel?	How many:
Projector?	How many:	Projector Screen?	How many:	Podium?
Will animals be housed at the Expo overnight?		Forklift/Genie Lift (with operator)?		
RV Site (non-utility)?	How many:	RV Site (utility)?	How many:	
Arena Events Only:	Arena Drag:	How often:	Announcer's Stand?	
Stalls?	How many:	Roping Equipment?	Rodeo Equipment?	
Special Requests:				