



**produce it now**  
event architects

**Event Name**

**Client Name**

Client Title  
Client Business  
Client Address  
Client Address  
Client Phone  
Client Fax  
Client Email

**Current Date**

Produce It Now, LLC will provide the following services for your event on EVENT DATE

Installation:	Date and time
Pre Event start-up	Date and time
Event begins:	Date and time
Event Dismantles	Date and time

**I. Tenting:**

1. (1) 50' wide x 100' long Navi-Trac, Clear-span Tent, no center poles.
2. The sides of the tent will be enclosed with sidewall, in any scenario you would like, whether it is clear, white, or cathedral.
3. The tent has integrated keedered fabric, for both the ceiling fabric and the sidewall. This means that the fabric slides in to the aluminum framing.
4. The Keedered sides allow for the tent walls to open like curtains.
5. This tent will be weighted with concrete weights and weight covers, NOT water-barrels.
6. Includes Emergency Exit Sign and Fire Extinguisher.

Cost: \$

7. One (1) 20' x 20' catering tent with sidewall, weighted with concrete and covers.

Cost: \$

8. Delivery/pickup Cost: \_\_\_\_\_ \$

**Sub-Total: \$**

\*This price includes Produce It Now personnel/management to be on site during the entirety of installation and dismantle of the tent.

**II. Power**

A. Main Power to be supplied by site. The following is the cost for distribution of power from the trailer power grid.

Cost: \$

**III. Main Staging/Stage-set**

A. One (1) 24' wide x 12' deep x 2' tall stage, carpeted in black and pleat-skirted in black, includes two (2) step units.

Cost: \$

B. The backdrop drape will be up to 30 linear feet of 12' tall : color TBD

Cost: \$

C. Two (2) logos which exist and are in Produce It Now Storage will be hung on the backdrop.

D. One (1) 8.5' x 8.5' digital print of client supplied artwork logo will be produced on VUTEK Matte Vinyl.

Cost: \$

E. One (1) 8' x 8' wood frame for the reveal banner to be attached; and the reveal cloth supplies.

Cost: \$

F. Labor for installation and dismantle of above items

Cost: \_\_\_\_\_ \$

**Sub-Total: \$**

#### IV. Lighting and Sound

##### A. Lighting

1. The main stage will include a one (1) color wash, utilizing Four (4) Source Four Lekos.
2. Two (2) Sour Four Pars will be aimed at the ceiling to reflect some light within the reception area.
3. The backdrop will be up-lighted using six (6) par 46 cans.
4. Includes installation and dismantle labor.

Cost: \$

##### B. Sound

1. The sound system will include amplification to three hundred (400) guests for the spoken word portion of the ceremony.
2. This will include an additional four (4) fill speakers as needed.
3. The main stage will include one (1) Lucite lectern with a microphone, plus one (1) back-up microphone.
4. One (1) Press-Mult will be supplied for the Press.
5. Includes all labor for installation, dismantle, and show.

Cost: \$

**Sub-Total:** \$

#### V. Tables & Chairs

- |  |    |
|--|----|
| A. Two (200) Samsonite Folding Chairs.                       | \$ |
| B. Twelve (12) Chivari Chairs for on stage guests            | \$ |
| C. Six (6) 30" round tables                                  | \$ |
| D. One (1) 8' x 30" refreshment table.                       | \$ |
| E. Two (2) 8' x 30" tables pushed together for food table.   | \$ |
| F. Two (2) 8' x 30" tables linked side by side for check-in. | \$ |
| G. Delivery/pickup and set-up/breakdown of all rentals.      | \$ |

- All table linens will be supplied by caterer.

**Cost:** \$

#### VI. Barricade

- A. Approximately 200 linear feet of barricade.
- B. Includes installation and dismantle.

Cost: \$

**VII. Trucking for lighting, sound, stageset.**

Cost: \$

**Cost Recap**

<b>Tenting:</b>	<b>Cost:</b>	<b>\$</b>
<b>Power</b>	<b>Cost:</b>	<b>\$</b>
<b>Main Stage/Set</b>	<b>Cost:</b>	<b>\$</b>
<b>Lighting and Sound</b>	<b>Cost:</b>	<b>\$</b>
<b>Tables &amp; Chairs</b>	<b>Cost:</b>	<b>\$</b>
<b>Barricade</b>	<b>Cost:</b>	<b>\$</b>
<b>Trucking</b>	<b>Cost:</b>	<b>\$</b>
	<b>Total:</b>	<b>\$</b>

Sincerely,

Carey Hargrove