SUBMITTING A

Web App Request

Please complete the checklist below:

- [ ] Date of event
- [ ] Start/end time of event
- [ ] Client set-up and tear-down time
- [ ] Name of event
- [ ] Estimated number of attendees
- [ ] Set-up type
- [ ] Food and beverage needs – view our menus at:
  https://home.schoolcraft.edu/vistatech/catering
  Enjoy 20% off food and 15% off service fees.
- [ ] Alcoholic beverage needs (if applicable)
- [ ] Audio/visual needs
- [ ] Account number to cover charges (activity expense ending in 2928)

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