



Event Production Request Form

Please complete the event production form and fax to 901.726.0076. Once we've received your completed, a production assistant will contact you regarding your request and availability. For more information call 901.552.5989.

Contact Name: _____

Company/Customer Name: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Event Address: _____

Date of Event: _____

Name of Event: _____

Delivery Date & Time: _____

- Delivery during normal business hours:
 - Monday-Friday: 9:00a.m – 5:00p.m.
 - Saturday: 9:00a.m. – 12:00p.m
 - After hour / Sunday Delivery : Extra

Delivery Levels: _____ground floor _____ second floor _____ elevator
_____stairs

Pick-up Date & Time: _____

Special Instructions: _____

Check to indicate that you have read and agree with the Studio 1524 Salon Rental Rules.

*A 50% deposit is required to guarantee you order. Delivery, Installation (set-up), Strike (tear down) and any damaged items will all be an extra charge.