

Bettsworth Auditorium, in Lee Hall, Event Information Sheet

Name of Event: _____ Date(s) of Event: _____

Organization: _____ # Attending Event: _____

Contact Person: _____ Time of Event: _____ to _____

Phone # of Contact Person: _____ Security Needed : Yes No

Set-up Time: _____ Tear Down Time: _____

Dressing Rooms needed: Yes No, if yes how many: _____

Is this a ticketed event: Yes No Ushers Needed: Yes No

| Ushers Name | Net-ID | Phone Number |
|-------------|--------|--------------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |
| 6. _____ | _____ | _____ |
| 7. _____ | _____ | _____ |
| 8. _____ | _____ | _____ |

Names of extra ushers available:

| | | |
|----------|-------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |

Emergency Numbers:

1. **University Police – 325-2121**
2. **Brett Booth – 601-540-7937**
3. **Hunter Hanson – 228-344-8911**
4. **Shellie Aultman – 662-341-0016**
5. **Raymond Brooks – 662-769-2000**