

French Music & History Lecture Series

Event Set-Up Requirements

Preparation of the Event Room by the Customer

Before my arrival, the Customer agrees to do the following:

- ► Place 1-table (6-ft, 8-ft, or round) in the front of the event room, next to the podium, upon which I can arrange my materials for distribution;
- ► Place 2-3-tables (6-ft, 8-ft or rounds) in the back or side of the event room for an exhibit of topic-related materials.. Be sure to choose an open, unobstructed area where guests may gather without congestion or blocking an exit to browse through this learning display before and after the lecture;
- Ensure my access to the event room 40-50 minutes before the start time of the event in order to set up my materials and the exhibit of topic materials. (☺ *An empty, quiet room is preferable, but I understand may not always be possible in all situations.*)

Invoices

If your facility cannot pay the invoice in full before your event, kindly ensure that it will be paid within the 30 calendar days following the event. No exceptions will be made. All invoices rendered by The French Music & History Lecture Series contain a valid and correct tax ID number. If the Customer requires additionally that federal taxpayer ID forms be completed, such forms should be provided by the Customer upon receipt of this Confirmation Letter and forwarded to the physical address listed below

Promotion

Any promotional materials published and/or distributed by the Customer should utilize the titles and text previously provided to it inside the standard brochure for “The French Music and History Lecture Series”. If changes or substitutions have been made that printed content, the promotional materials should be reviewed by Ms. Gonot prior to publication in order to best avoid discrepancies between content *expected by* guests and the program content actually *rendered* to them on the Event Date.

Merci Beaucoup for this *generous* opportunity to entertain your guests, to cheer their spirits, and to share my knowledge of the rich and magnificent history of the French nation.

If you have questions regarding these requirements, please contact me as soon as possible at 614-209-3337.