# Special Event Client Request Form

(Please complete electronically and attach in email, do not print)

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|  |   | Herbert F. Johnson Museum of Art Cornell University114 Central Avenue Ithaca, NY 14853For Reservations Holly Fairlie / hw33@cornell.edu / 607–254-4653 |

# Event Information:

Event Title and Type: Reflecting Memory.”  Reception

# Event Date: 9/25

Actual Event Start Time: ?

Actual Event End Time: ?

 Departmental Transfer - G95-3124

Estimated Number of Guests: ?

Event Location (highlight):

Gussman/Hirsch Lecture Room

A/V and setup needs: ?

Client Contact Information

Name:

2nd Contact Name:

Preffered phone and email:

2nd Preffered phone and email:

Mailing Address:

\*The museum parking lot offers 13 spaces plus 1 handicap, after 5 pm and on weekends this and other nearby parking is free in most spaces. Contact Cornell Transportation if you require further parking information such as providing parking for large groups etc. at 607- 255-4600.

\*Each event space has a turn-over of artwork to always strategically consider.

\*Cornell Catering is the Johnson Museum exclusive caterer.