



## AUDIO/VISUAL NEEDS

Please refer to available equipment and services listed below. Notate all elements you will be using during your event and insert desired quantities where applicable. **NOTE: A setup fee may be assessed for large setups.**

SOUND:      Corded Microphone (QTY: \_\_\_\_ )                      Wireless handheld microphone (QTY: \_\_\_\_ )  
                   Wireless lapel microphone (QTY: \_\_\_\_ )            CD/MP3 playback                      Block rocker  
                   We have live musicians that will require a specific microphone setup

LIGHTING:    We will use the standard lighting plot                      Lights will turn on and stay the same throughout the event  
                   We will make changes to the standard lighting plot or use a custom light plot  
                   Several light changes throughout the event

VIDEO:        DVD playback                                      PowerPoint presentation            Projector  
                   Projection screen                                Portable TV/DVD                      We will be recording the event

**\*COCA technical crew is assigned at COCA's discretion. Additional staffing fees may be added for AV needs.**

## SETUP NEEDS

TABLES & CHAIRS:    36" Round table—bistro or café height (12) (QTY: \_\_\_\_ )            72" Round table (14) (QTY: \_\_\_\_ )  
                               6' Rectangle table (15) (QTY: \_\_\_\_ )                      Black folding chairs (150) (QTY: \_\_\_\_ )  
                               Black upholstered chairs (30) (QTY: \_\_\_\_ )            Podium

ADDITIONAL TABLES & CHAIRS CAN BE RENTED FROM A THIRD PARTY VENDOR: \*COCA's preferred rental company is Butler's Pantry.

We will need extra rentals                      We will not need extra rentals

BRIEFLY DESCRIBE YOUR SET UP NEEDS (EX. SEATED DINNER WITH BUFFET OR COCKTAILS TABLES WITH A BAR):

Thank you for considering COCA as the venue for your event. We greatly appreciate you taking the time to complete this questionnaire. This information will be used to develop a general cost estimate for your event. NOTE: All requests are subject to space availability.

Submit this completed form to [rentals@cocastl.org](mailto:rentals@cocastl.org), using the event name in the subject line. You may also submit forms via fax, 314.725.6222, or mail completed applications to:

COCA | Attn: Rentals | 524 Trinity Avenue | St. Louis, MO, 63130

If there is any further information required, we will contact you.

