

REVIEWING YOUR EVENT QUOTE

VISUAL WALKTHROUGH

EVENT DETAILS

Location / Building

Venue / Site
JC Georges

25Live Reservation

GMU Event Services
4400 University Dr., MSN 5A3
Fairfax, VA 22030
Phone: 703-993-3773
studentcenters.gmu.edu/events/
Event Services

Client: Event Services, Tavia Burden, Phone: (703) 993-3773, Email: tburden@gmu.edu

On-Site Contact: Krisztina Roder, Phone: (703) 993-3773

Venue / Site: JC Georges

25Live Reservation: 2021-ABCDEF

Coordinator	Event Name	Organization Code	25Live Reservation	Room / Area
Tavia Burden	Your Next Event	123456	2021-ABCDEF	

Rehearsal Date	Rehearsal Time	Show Start	Show End	Load Out
7/1/2021 7:00 AM	7/1/2021 8:00 AM	7/1/2021 9:00 AM	7/1/2021 12:00 PM	7/1/2021 1:00 PM

Type	Qty.	Description	Note	Time	Rate	Price	Price Ext.
Audio	1	Mackie 1402 Analog Audio Console		1	Day Rate	30.00	15.00
Rental	2	JBL EON10 G2		1	Day Rate	60.00	60.00
Rental	1	Shure PG58		1	Day Rate	0.00	0.00
						Audio Total Before Discount:	\$150.00
						Applied Discount:	\$75.00
						Audio Total:	\$75.00
Lighting	8	Chauvet DJ Freedom Par Hex-4 Wireless Uplight	Green and Gold	1	Day Rate	30.00	120.00
						Lighting Total Before Discount:	\$240.00

Event Scheduling

Rehearsal Date	Show Start	Show End
7/1/2021 8:00 AM	7/1/2021 9:00 AM	7/1/2021 12:00 PM

Rehearsal Date = Run-through date/time
Show Start = Event Start
Show End = Event End

GMU Event Services
4400 University Dr., MSN 5A3
Fairfax, VA 22030
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studentcenters.gmu.edu/events/
Event Services

Quote Number: 21-0061

Client: Event Services, Tavia Burden, Phone: (703) 993-3773, Email: tburden@gmu.edu

On-Site Contact: Krisztina Roder, Phone: (703) 993-3773

Venue / Site: JC Georges

25Live Reservation: 2021-ABCDEF

Coordinator	Event Name	Organization Code	25Live Reservation	Room / Area
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Lighting	8	Chauvet DJ Freedom Par Hex-4 Wireless Uplight	Green and Gold	1	Day Rate	30.00	120.00
						Lighting Total Before Discount:	\$240.00

CONTACT INFO

Double-check the name, phone, and email of both the primary and on-site contacts.

BILLING INFO

GMU Event Services
4400 University Dr., MSN 5A3
Fairfax, VA 22030
Phone: 703-993-3773
studentcenters.gmu.edu/events/
Event Services

Quote Number: Event-21-0061
Your Next Event

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Your Next Event

Client: Event Services, Tavia Burden, Phone: (703) 993-3773, Email: tburden@gmu.edu

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Venue / Site: JC Georges

25Live Reservation: 2021-ABCDEF

Organization Code: 123456

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Tavia Burden	Your Next Event	123456	2021-ABCDEF	

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Rental	1	Shure PG58		1	Day Rate	0.00	0.00
						Audio Total Before Discount:	\$150.00
						Applied Discount:	\$75.00
						Audio Total:	\$75.00

The Quote Number and Event name as they will appear on billing documents and charges.

University organization code to be billed after the event. (for internal payments)

Event quotes are now conveniently broken down by service type. (audio, lighting, video, etc.)

Subtotals can be reviewed for each service type or section.

The subtotal at the bottom of the quote will display your subtotal (with any discounts already applied).

Note: sales tax is listed in our new order system but will not be charged.

At the bottom of the quote you will find our updated terms and conditions. Please review those terms so that you are familiar with our current requirements and procedures.

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						Audio Total:	\$75.00
Lighting	8	Chauvet DJ Freedom Par Hex-4 Wireless Uplight	Green and Gold	1	Day Rate	30.00	120.00
						Lighting Total Before Discount:	\$240.00
						Applied Discount:	\$120.00
						Lighting Total:	\$120.00
						Labor Total:	\$90.00

Subtotal:	\$285.00
Discount:	(\$195.00)
Sales Tax:	\$0.00
Total:	\$285.00
Total Applied Payments:	\$0.00
Balance Due:	\$285.00

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Discount:	(\$195.00)
Sales Tax:	\$0.00
Total:	\$285.00
Total Applied Payments:	\$0.00
Balance Due:	\$285.00



EMAIL: ESCO@GMU.EDU

WEBSITE: STUDENTCENTERS.GMU.EDU/EVENTS

For assistance navigating our updating request form or to review a quote already received, click the "Schedule an Appointment" button on our website.