All event clients utilizing live flowers and/or plants must complete the following steps prior to your scheduled event:

1. Complete and return this form to the museum at least thirty days (30) prior to the event date.

2. Provide the Florist Regulations document you received with your contract to your florist of choice for submission (from the florist) to the Museum at least two (2) weeks prior to the event date.

3. You will receive written confirmation when all documents have been received and approved.

☐ I am aware, understand and agree to abide by the flower and plant policies of the Sam Noble Museum located in sections VII and VIII of the Facility Rental Policy. Disregard for these policies may lead to event cancellation.

Lessee Signature: ___________________________ Date: ___________________________

Today’s Date: ___________________________ Event ID: ___________________________

EVENT INFORMATION

LESSEE First Name: ___________________________ LESSEE Last Name: ___________________________

Organization Name (if applicable): ______________________________________________________

Event Date: ___________________________ Event Type (wedding, banquet, film, etc.): ___________________________

LESSEE Arrival Time: ___________________________ Event Start Time: ___________________________ Event End Time: ___________________________

FLOWER/PLANT INFORMATION

Plant/Flower Type:
☐ Bouquets ☐ Boutonnières ☐ Corsages ☐ Table Arrangements
☐ Wreaths ☐ Flower Petals ☐ Floor Arrangements ☐ Other:

Event Placement Location (select all that apply):
☐ Auditorium ☐ Great Hall ☐ Pleistocene Plaza
☐ Foyer ☐ Café ☐ Education classroom

Vendor (florist) Name: ___________________________ Delivery Time: ___________________________

SIGNATURE OF AGREEMENT/AUTHENTICITY

LESSEE Signature: ___________________________ Date: ___________________________

REVIEW AND AUTHORIZATION

The above information has been reviewed and authorized for stated event.

Coordinator, Facility Rentals and Events: ___________________________ Date: ___________________________

Pre-event storage location:
☐ Loading Dock ☐ Auditorium ☐ Education ☐ Café

IPM Technician: ___________________________ Date: ___________________________