

University Event Management  
Alfred Lerner Hall  
2920 Broadway, Coat Check, 1<sup>st</sup> Floor  
New York, NY 10027



Box \_\_\_\_\_ of \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Sales Manager Name: \_\_\_\_\_

Reservation Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

*Please make sure  
your return labels are  
included in your  
package.*

*Please schedule your  
return pick up prior to  
event.*