

Andrew W. Mellon Auditorium

DOOR SCHEDULE

Fax to: 202-786-0022

Event Name:

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Event Date:

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DOOR	TIME OPEN	TIME CLOSED	FUNCTION
FRONT DOORS			
EAST WOODEN DOORS			
EAST REAR GLASS DOORS			
WEST WOODEN DOORS			
WEST GLASS DOORS			

Name of Person Completing this Schedule:

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Contact Phone Number:

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*When listing times, please consider if your kitchen is in a tent outside you will need the glass doors on the kitchen side door opened early for power to be brought to the tent.*

***Please use the following terms to describe function***

- Load-In / Load-Out
- Guest Entrance
- Kitchen Entrance
- Other (Please specify)