



GEORGE W. BUSH
PRESIDENTIAL CENTER

SPECIAL EVENT REQUEST FORM

Contact Information					
Event Organizer's Name (First and Last):					
Full Legal Name of Organization:					
Address:					
City:		State:		Zip:	
Main Phone Number:		Mobile Phone:			
Fax:		Email:			
Event Information					
Event Date Request:		Alternate Date(s):			
Event Start Time:		Event End Time:			
Estimated Attendance:		Published Event Name:			
Type of Organization:					
Type of Event:					
Event Space Request:					
Alternate Space:					
Detailed Description/Purpose of Event:					
Optional Services					
General Admission to the Museum			<i>From</i>	<i>To</i>	
Time Requested: (allow at least one hour)					
<p><i>For groups using the Bush Institute or Café 43, access to the museum may be added at the special group rate of \$10 per person. These museum tours will need to conclude before the museum closes at 5:00pm. For groups using the Presidential Library & Museum for evening events, museum admittance is included with your facility fee. If the museum exhibit gallery will be part of your group experience at the George W. Bush Presidential Center, please include the time allotted for the guests to tour the museum, so a block of tickets can be reserved for you (based on availability).</i></p>					
<p>Oval Office Photographer (requires general admission to the museum) <i>Additional information available upon request.</i></p>					
<p>Event Photographer <i>Additional information available upon request.</i></p>					
<p>Museum Store <i>For groups with 250 guests or more utilizing the Presidential Library & Museum for your event, please let us know if you would like to reserve extended museum store hours for your event.</i></p>					
Signature			Date		