



WELCOME TO THE OFFICE OF PUBLIC EVENTS

The Public Events Office is located inside the Provost suite in Kerrwood Hall, first floor. We would be happy to help you in brainstorming ideas for your events.

In addition, we have event items you might wish to borrow. They are listed below and can be checked out from our office. We do ask that they are returned cleaned and packed neatly in the container in which you received them.

Please contact Joan Wimberly (x7251) at jwimberl@westmont.edu or Sharon Hughes at shughes@westmont.edu if we can be of assistance to you or you would like to borrow items listed below.

Nametag	
58 Nametags	1" x 2 1/2" opening, black rimmed
320 Nametags	1 1/2" x 3" magnetic & pin, clear
Signage	
70 Table Stands	hold reserved signs, etc.
5 Signs	floor standing, adjustable height, holds 8 1/2" x 11" paper
Glass Ware	
30 Kerr Jars	quart size
12 Vases	9 1/2" tall, 5 1/2" wide, round
12 Vases	2" x 2" x 8", clear glass square
12 Vases	3 1/2" x 3 1/2" x 3 1/2", clear glass square
80 Hurricanes	16" tall, clear glass with bottom
12 Hurricanes	16" tall, clear glass with no bottom
Lighting	
56 Candles	AA battery operated
40 Lanterns	16" tall x 6 1/2" wide, square
10 Lanterns	16" tall, 5" wide, square
Basket	
75 Baskets	5" tall x 6 1/2" diameter, round wicker white washed
19 Baskets	5" tall x 5 1/2" diameter, brown washed wood

Misc.	
6 Easels	collapsible, grey
3 Medium Boxes	Hawaiian/mexican paper flowers
3 Nets	red
200 Leis	floral
80 Leis	shell
2 Gallons of Rocks	1" sized, smooth: black, white and grey
12 Branches	Manzanita
10 Dozens of Votives	clear, wire hanging
9 Shepherd's crooks	6' high to put in the ground and hold strings of lights
6 Light strands	2' clear bulbs, 20' each strand = 120' total