



Customer Help Sheet

1. Contact our Special Events Department at (512) 936-4632 or at Events@TheStoryofTexas.com to check date availability. We will hold your date for two weeks without a deposit.
2. Set up a site visit to secure the date, discuss rates, and contract terms. A 50% deposit and a signed contract are required to confirm the date.
4. A certificate of insurance is due at least two weeks prior to the event. The certificate must include \$1 million dollars of liability coverage and list the State of Texas, the State Preservation Board, and The Bullock Texas State History Museum as additionally insured entities.
5. Contact our exclusive caterer, Rosemary's Catering at (512) 471-0789 or Sales@TheRKGroup.com. They can provide your food/beverage, tables, chairs, linens, transportation and decoration needs. **Rosemary's Catering must provide all alcoholic beverage service.** The museum does not allow outside caterers.
6. Our preferred audio visual vendor, Freeman AV can be reach by calling (512) 827-3200 or www.FreemanCo.com. Freeman is available for any of your audio visual needs, such as PA systems, projectors, screens and lighting.
7. Our Special Event Coordinator will contact you 30 days before your event to review the final details.
8. All finalized schedules and arrangements must be approved by the Museum prior to printing or publication. This includes invitations, advertisements and promotional materials used to publicize your event.
9. A minimum of one pre-event walk-through is required, which will include the Special Event Coordinator, the client and vendor representatives (caterer, AV, entertainer, florist, etc.). This will provide an opportunity to address needed changes.