



Audio/Visual Addition/Change Form

Mountain View Staging

545 West 1300 North
Springville, Utah, 84663
www.mvstaging.com

Event name:

Event start date:

Client name/location:

Project Manager:

Change Order Details

List requested changes to the original order:

Previous contract item amount:

Revised contract item total:

Other notes relevant to the change (Room location, schedule changes, additional discounts):

Approval from client: