



**Performance Request & Event Details 2016**

**Host Info**

Group Name \_\_\_\_\_ Web Page \_\_\_\_\_

Representative Name \_\_\_\_\_ Position \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

**Event Details**

Event Title \_\_\_\_\_ Number of expected Attendees \_\_\_\_\_

Performance Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Performance Time \_\_\_\_:\_\_\_\_ am/pm Approximate hours \_\_\_\_\_

Venue Name \_\_\_\_\_ Occupancy \_\_\_\_\_ Ages \_\_\_\_\_

Venue Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Venue Event Manager Name \_\_\_\_\_

Venue Event Manager Email \_\_\_\_\_

**Schedule and Other Acts**

Load in time \_\_\_\_\_:\_\_\_\_ am/pm Meet & Greet \_\_\_\_\_:\_\_\_\_ am/pm

Sound/lights check \_\_\_\_\_:\_\_\_\_ am/pm Load Out \_\_\_\_\_:\_\_\_\_ am/pm

Doors open \_\_\_\_\_:\_\_\_\_ am/pm Total Event Time is \_\_\_\_\_ hours

Opening act \_\_\_\_\_ Type \_\_\_\_\_ Time \_\_\_\_:\_\_\_\_ am/pm

Supporting act \_\_\_\_\_ Type \_\_\_\_\_ Time \_\_\_\_:\_\_\_\_ am/pm

Headlining act \_\_\_\_\_ Type \_\_\_\_\_ Time \_\_\_\_:\_\_\_\_ am/pm

**Staff**

Sound Engineer Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Company \_\_\_\_\_ Email \_\_\_\_\_

Lighting Tech Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Company \_\_\_\_\_ Email \_\_\_\_\_

Photographer Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Company \_\_\_\_\_ Email \_\_\_\_\_

**Hotel**

Hotel Name \_\_\_\_\_ Reservation Name \_\_\_\_\_

Hotel Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Reservation # \_\_\_\_\_

Doggie/kid Approved First Room # \_\_\_\_\_ Second Room # \_\_\_\_\_ Third Room # \_\_\_\_\_

Check In Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Check In Time \_\_\_\_:\_\_\_\_ am pm

Check Out Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Check Out Time \_\_\_\_:\_\_\_\_ am pm

**Plane Tickets**

Economy class, non-stop, round trip for (5) people. \$\_\_\_\_\_ each or \$\_\_\_\_\_ total incl tax/fees.

Reimbursed by cash / check / charge in the amount of \$\_\_\_\_\_ on date \_\_\_\_/\_\_\_\_/\_\_\_\_.

**To Event:**

Airline \_\_\_\_\_ Airport \_\_\_\_\_

From City \_\_\_\_\_ To City \_\_\_\_\_

Departing Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Departing Time \_\_\_\_:\_\_\_\_ am pm

Arrival Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Arrival Time \_\_\_\_:\_\_\_\_ am pm

**Return Home:**

Airline \_\_\_\_\_ Airport \_\_\_\_\_

From City \_\_\_\_\_ To City \_\_\_\_\_

Departing Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Departing Time \_\_\_\_:\_\_\_\_ am pm

Arrival Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Arrival Time \_\_\_\_:\_\_\_\_ am pm

