



Event Information Form

If you would like to bring *Grupo Folklórico Palo Santo* to your institution, organization, community or event for a performance, workshop or presentation please copy this **Event Information Form** into your e-mail or word processing program, and provide as much of the requested information as possible. Any fields that do not apply to your specific event or situation may be marked *n/a*.

E-mail this completed form to us (info@GrupoPaloSanto.com), so that we have all of the necessary information about your event or activity available when we contact you.

The Event

Event name:

Event description:

Name & address of venue:

Venue telephone:

Venue website:

Date and Time

Proposed event date:

Possible alternate event date(s):

Event time _____ until _____

Schedule of sets & breaks:

Load-in time:

Sound check time:

Time the doors open:

Payment

Proposed performance fee

Method of payment

Your Contact Info

Your name:

Position:

E-Mail:

Home telephone:

Work telephone:

Mobile phone:

Event Coordinator Contact Info

Event coordinator's name:

E-Mail:

Home telephone

Work telephone:

Mobile phone:

Site Manager Contact Info

Site manager/stage manager/venue representative:

E-Mail:

Home telephone

Work telephone:

Mobile phone:

Venue Facilities

Stage size & description:

Room size & description:

Size of expected audience:

Amplification needed?

If amplification is required, who will be supplying it?

Stage lighting needed?

If stage lighting is required, who will be supplying it?

Description of available power:

PA/Lighting/Tech Contact Info

Technical production contact name:

E-Mail:

Home telephone:

Work telephone:

Mobile phone:

Amenities

Private bathrooms/changing rooms/green room available?

Secure storage available?

Complimentary food and drink for all cast & crew?

Guest list for guests of *Grupo Palo Santo*?

Promotion

Who is responsible for promotion?

What sort of promotion is planned for:

Print Media?

Radio?

Internet?

Posters?

Other

Please include any other information that you think we should know.