



## **EVENT WORKSHEET**

### **Instructions**

While the worksheet is for the most part self explanatory, there are some things of which you will want to be aware. Please note that this form is the basis for generating an Event Agreement. The more information that you can give, especially in terms of dates, times, and audience estimates, the more accurate our pricing will be.

#### **Section I: Contact Information**

**Organization** is the contracting group or individual. This will be used in the Event Agreement and must be a person or entity legally able to enter into a contract.

**Street Address** and other contact information is used both in the Event Agreement and in our event database in case the Center needs to contact an event.

**Email**: While not required, the Center prefers to use email to send EVENT Agreement packages and invoices. The Center uses Adobe pdf files for these items and they can be secured with a password upon request.

**Point(s) of Contact**: The first name listed should be the primary point of contact for the Center to use.

#### **Section II: Status and Demographics**

Note that information in this section is currently for record-keeping purposes only and does not affect your rental rate in any way.

#### **Section III: Event Information**

**Event Name**: This can be a working title or the actual name of the Event. The Center will not release this name publically without clearing it through the primary contact person.

**Ticket Price(s)**: Estimates are fine here. Ticket pricing does not affect rental costs.

Attendance Estimate: Note that any event planning an audience over 350 in the Main Hall will be required to use reserve seating. Events expecting under 350 will be limited by contract to 350 physical tickets printed.

Dates and times: The Center charges hourly rental fees. We estimate these for the Event Agreement based upon what is entered here. While the Center will invoice users for any time overages, accuracy is paramount.

Notes:

- The Center requires a rehearsal for any event for which we are providing lighting or sound support.
- All rentals are a minimum of four hours.
- Your load-in and setup begin at the time indicated on the EVENT AGREEMENT. If you have items that need to be completed before your arrival, make sure they are listed in a rider.

Description of Event : Some users don't want or need help and, beyond ensuring ourselves that the Center can handle their requests, we leave them alone. Some events, on the other hand, want our expertise and experience. We give it gladly, but we're not mind-readers. The more you can tell us about your event, the easier it is for us to tell which type of user you are and, more importantly, to ensure that everyone is on the same page in terms of expectations.

# Event Worksheet

(Rev 06/2009)  
(PDF Version)



## Contact Information

Organization: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: ( \_\_\_ ) \_\_\_ - \_\_\_\_\_ Fax: ( \_\_\_ ) \_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

## Point(s) of Contact

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

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

## Status and Demographics

- Is the contracting organization: For Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_
- Is the contracting organization headquarters physically located within: The City of Bowie \_\_\_\_\_, Prince Georges County \_\_\_\_\_, Montgomery County \_\_\_\_\_, Anne Arundel County \_\_\_\_\_, Washington, DC \_\_\_\_\_,
- Other (please clarify) \_\_\_\_\_
- Does the contracting organization have a physical location within: The City of Bowie \_\_\_\_\_ or Prince Georges County \_\_\_\_\_?

## Event Information

Event Name: \_\_\_\_\_

Ticket Price(s): \_\_\_\_\_

Attendance Estimate (largest number that will attend any single performance) \_\_\_\_\_

Setup date(s) and time(s):

Date \_\_\_\_\_ Times \_\_\_\_\_ Note: \_\_\_\_\_  
Date \_\_\_\_\_ Times \_\_\_\_\_ Note: \_\_\_\_\_

Rehearsal Date(s)/ Time(s) (for rehearsals to be held at the center only):

Date \_\_\_\_\_ Times \_\_\_\_\_ Note: \_\_\_\_\_  
Date \_\_\_\_\_ Times \_\_\_\_\_ Note: \_\_\_\_\_

Actual Event Date(s) / Time(s):

Date \_\_\_\_\_ Times \_\_\_\_\_ Note: \_\_\_\_\_  
Date \_\_\_\_\_ Times \_\_\_\_\_ Note: \_\_\_\_\_

(Continued on next page)

Room(s) Desired:    \_\_\_ Main Hall                    \_\_\_ Recital Hall                    \_\_\_ Dressing Rooms / Green Room  
                              \_\_\_ Shop    \_\_\_ Gallery Space (Walls)    \_\_\_ Lobby (for non-standard use)

- Do you plan to offer any sort of vendor or concession space? \_\_\_ Yes \_\_\_ No
- Will you want tables and chairs anywhere? \_\_\_ Yes \_\_\_ No
- Do you plan to offer any sort of reception or catering? \_\_\_ Yes \_\_\_ No
- Do you plan to offer hospitality backstage? \_\_\_ Yes \_\_\_ No
- Do you plan to professionally video tape, photograph, or record your event? \_\_\_ Yes \_\_\_ No
- Do you plan to allow patrons to video tape, photograph, or record your event? \_\_\_ Yes \_\_\_ No

Brief Description of Event

(Attach additional sheets as necessary. Please explain any "yes" answers above)

References

**(Note: References are not required for JUA partners and are only required from others if they have not held an event at the Center within the last 18 months.)**

Please list at least two references within entertainment industry:

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

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

Please provide the venue and a contact from at least one recent event :

Venue \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Phone ( \_\_\_ ) \_\_\_ - \_\_\_\_\_    Email \_\_\_\_\_

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**Center Use Only**  
**Tentative Approval**

Yes	No	Technical Director Date	
Yes	No	Executive Director Date	
Yes	No	Ref. Check by _____	Date

Event Checklist Started by \_\_\_\_\_    Date