

ENTERTAINMENT REQUEST

Today's Date: _____

KEY CONTACT: _____ SECOND CONTACT: _____

ORGANIZATION: _____

PHONE: _____ FAX: _____ EMAIL: _____

ADDRESS: _____

END CLIENT OR CONTRACT SIGNER: _____

DATE OF EVENT: _____

CITY: _____

VENUE: _____ FUNCTION ROOM: _____

TIME (HOURS): _____ LOAD IN/SET UP BY: _____

OF PEOPLE: _____ AGE RANGE: _____ AUDIENCE MIX: _____

TYPE OF EVENT: _____

THEME/COMPANY MISSION: _____

ENTERTAINMENT REQUESTED: _____

PAST ENTERTAINMENT: _____

OTHER NEEDS FOR EVENT? _____

BUDGET: _____

NOTES:

NOT FOR DUPLICATION

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