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

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Performance time: \_\_\_\_\_ How long will the show be: \_\_\_\_\_

Will there be an intermission? YES  NO  If so, how long? 10 mins  15 mins

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Will you host any guest artist or ensemble for this event? YES  NO

If so, who? \_\_\_\_\_ When will they arrive? \_\_\_\_\_

Will there be a bus(es)? YES  NO  If so, do they know where to park? YES  NO

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Will there be a reception before or after the show? YES, BEFORE  YES, AFTER  NO

Will you need any tables set up in the lobby? YES  NO  If so, how many? \_\_\_\_\_

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Do you need the piano tuned for this event? YES  NO  If so, which one? \_\_\_\_\_

Are you expecting any audience member groups with special needs? (i.e. wheelchairs, etc.)

YES  NO  If so, please describe: \_\_\_\_\_

Any additional setup needs or notes for the setup crew? (i.e. risers, pianos, etc.)

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