

Event Facts Help Sheet

Date of Event _____

Set up time for the Group _____

this may be during the day of the event or at least an 90 minutes before the start time.

Set up Location _____

Where would you like the group to set up and is there a power outlet close by?

Special Requests _____

Are there any special songs and are there special places for them to be heard?

Start Time _____

When do you want the group to begin playing and when do you want the group to end playing?

Number of Sets _____

How many 45 minute sets would you like played? 1. 2. 3. 4.

Overtime - _____

Do you wish to make provision for the possibility of the group playing overtime.

Location - _____

exact address including any necessary parking instructions for loading and unloading

Type of Event _____

formal, casual, jacket, tie, family event, corporate, wedding reception, anniversary etc.

Contact Person or Event Coordinator with contact number

Approximate Size of the Room and Particulars

_____ Is there a stage? Is there seating for the group? Are there specific access requirements?

Will There be a requirement for a microphone for use by the event party?

This is an often overlooked requirement, we are happy to provide but this will require bringing a small PA system as well.

Number of Guests in Attendance

This helps us in planning our set up and any additional equipment needs

Special Breaks and Special Requirements

Special events often require different speakers and presentations so to know these beforehand just helps everything to run smoothly for everyone.

Additional Requirements

Did we overlook something, let us know.