

# Co-Sponsored Event Request Form

All Sections MUST be filled in. Incomplete forms will be returned. Sorry, no exceptions.

Event Name / Artist \_\_\_\_\_

Target Audience \_\_\_\_\_

Event Description \_\_\_\_\_

Event contact is: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Venue Info

	<u>Date</u>	<u>Day</u>	<u>Time (From/To)</u>	<u>Venue Name</u>	<u>Location</u>
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____

Additional Information:

## Tickets or Registration

Doors Open: \_\_\_\_\_ Registration Begins: \_\_\_\_\_

Tickets/Registration will be handled by: \_\_\_\_\_ Phone: \_\_\_\_\_  
Web: \_\_\_\_\_

Pricing and other ticket/registration info:

## Promotion (Printed Material/Web/Air)

Budget available for advertising: \_\_\_\_\_

- CS work order to be done by: \_\_\_\_\_ for  Printed material  Web article  Outside advertising  
 Website Calendar to be done by: \_\_\_\_\_  Ticket Giveaways  
 Radio/Production work order to be done by: \_\_\_\_\_  Live Reads Needed

## Vehicles

White Van  Red Trailer

## Tech Equipment

**Notice:** The more information provided, as soon as possible, ensures equipment availability.

Explain what equipment is needed.

Submission of form does not guarantee approval. It is requester's responsibility to check the calendar for availability.  
Submit completed form along with any attachments. (Attach files after clicking on the "Submit by Email" button.)  
Allow 1-3 business days for processing. Requests are processed in the order received.

Name \_\_\_\_\_ Date \_\_\_\_\_