

EVENT INFORMATION FORM

Complete an Event Information Form for EACH event that the organization is requesting.

Hosting Organization: _____

Event Name: _____

Type of Event (i.e. theater play, musical, dance, concert, etc.): _____

Name of Play/Musical (if applicable): _____

Intended Audience: _____

Estimated Attendance: _____ Estimated Show Run Time: _____

Will this event be ticketed? YES NO Admission Fees (if applicable): _____

Where can tickets be purchased for this event? _____

Will this event need a technical rehearsal? YES NO

If "yes", when? Date: _____ Start Time: _____ End Time: _____

Will this event use a theater set? YES NO

If "yes", when is load-in? Date: _____ Start Time: _____ End Time: _____

When is load-out? Date: _____ Start Time: _____ End Time: _____

Will this event have any other specific technical needs? YES NO

If "yes", please specify. You may attach additional pages, if needed.

Preferred booking dates, times, and function (i.e. Audition, Rehearsal, Performance, etc.). Be sure to include setup and takedown time. You may attach additional pages, if needed.

Date: _____ Start Time: _____ End Time: _____ Function: _____

Date: _____ Start Time: _____ End Time: _____ Function: _____

Date: _____ Start Time: _____ End Time: _____ Function: _____

Date: _____ Start Time: _____ End Time: _____ Function: _____

Date: _____ Start Time: _____ End Time: _____ Function: _____

Date: _____ Start Time: _____ End Time: _____ Function: _____

Date: _____ Start Time: _____ End Time: _____ Function: _____

Are any of the preferred dates listed above flexible? YES NO

If "yes", please specify: _____

What are the preferred performance dates and times? You may attach additional pages, if needed.

Date: _____ Show Time(s): _____ Date: _____ Show Time(s): _____

Date: _____ Show Time(s): _____ Date: _____ Show Time(s): _____

Date: _____ Show Time(s): _____ Date: _____ Show Time(s): _____

Date: _____ Show Time(s): _____ Date: _____ Show Time(s): _____

Are any of the preferred dates listed above flexible? YES NO

If "yes", please specify: _____

Will this event be open to the public? YES NO

Will food be served at this event? YES NO

If "yes", specify items to be served/consumed and for what purpose. You may attach additional pages, if needed.

Certain items may require a food permit to be applied for with the City of Frisco.

Will alcohol be served at this event? YES NO

If "yes", specify items to be served/consumed and for what purpose. You may attach additional pages, if needed.

Serving alcohol requires strict compliance with the Texas Alcohol and Beverage Commission (TABC).

Please provide a basic description of the content of the event including a synopsis of the play or musical (if applicable). You may attach additional pages, if needed.

Please provide any additional information regarding this event. You may attach additional pages, if needed.

This is the end of the Event Information Form.