

Event Name:

Area/
Sponsor:

Event Type: Conference Recital/ Concert Lecture Master Class Workshop/ Camp/ Clinic

Performer Type: Faculty Guest Chamber Ensemble

Event Date: / / Start Time: Run Time:

Multiday Event
Start Date: / / End Date: / /
Day(s) of the week: Mon Tues Wed Thurs Fri Sat Sun Start Time:
Reoccurring? Y / N Weekly Bi-weekly Monthly Run Time:

Preferred Space/ Room: Dress Rehearsal? Start Time:

SPACE DETAILS

Total # of People: Chairs Stands Tables Other: House Management:

Branded Items: Banners Photo Booth Directional Signage Recital Attendance:

AUDIO / VISUAL NEEDS

Projection/ Visual: Slide Show Lighting Zoom Other:

Sound: Hand-held Mic **Audience / Speaker** Wireless **Clip-on / Earpiece** Other:

Accessibility: Livestream Record Other:

MARKETING / COMMUNICATIONS

Bios **Headshots**

| | | |
|--------------------------|--------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Program Notes

Translations

- Social Media
- Mass Email
- Mailer (ex. Postcard)
- Flyer/ Poster

Special Marketing Details

Target Audience

- HS Students Music Educators
- MS Students Alumni
- Elm. Students Donors
- General Public Current Students

GUEST INFO

Contract

Working
with Minors

U of I Cost

| | | |
|--------------------------|--------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

| | |
|--------------------------|----------------|
| <input type="checkbox"/> | Travel |
| <input type="checkbox"/> | Lodging |
| <input type="checkbox"/> | Transportation |

Travel & Stay Information

FOLLOW UPS

Guest Thank You

Marketing Audience Follow Up

Other :

ADMISSIONS NEEDS

Admission Information Folders

Merch/ Swag

HOSPITALITY

Caterer Meal

to Serve : _____

Food & Beverage Details

Serving Time : _____

Meal Budget : _____

Cutlery Needed