

Jake Gaither Gymnasium EVENT SUMMARY FORM

CONTACT: Event Venue Dept. Center Business Office (850) 412-5966 voice ♦ (850) 412-5991 fax

REQUESTORS WILL BE NOTIFIED IF/WHEN REQUEST HAS BEEN APPROVED PER CONTACT INFORMATION BELOW

INSTRUCTIONS: Please fill out completely. *=Information Required.

rev: 09/19

REQUESTOR INFORMATION

*Contact Person: _____	*Telephone Numbers: (W) _____
*Organization: _____	FAX: _____
*Address: _____	(C) _____
_____	*e-mail: _____
_____	Account Number: _____
*Event Name/Purpose _____	*SPACE REQUESTED _____
*Date Requested: _____ <small>(Note: Each date requested must use a separate form)</small>	*Your Arrival Time: _____
*Event Start Time: _____	*Estimated Length of Event _____
*Contact Person's Signature: _____	OFFICE USE ONLY
	EMS Resv. # _____
	Date Received: _____
*Approved By: _____ University Approval Only	Received By: _____

PRODUCTION DESCRIPTION

This section MUST BE FILLED OUT COMPLETELY AND ACCURATELY for booking to be approved:

Inadequate detail will disqualify your application. Requests without documentation may be denied.

*** General Description (Awards Ceremony, Performance, Conference, etc.): Please check the appropriate box and elaborate below:**

Concert/Festival
 Gala/Banquet
 Lecture/Seminar
 Play/Musical
 Dance Event
 Sports Event
 Commencement/Convocation
 Religious Event
 Political Event
 Fashion Show
 Trade Show
 Recruitment Event
 Other (please specify below)

***Detailed Description:**

***Estimated Attendance:** _____ **Ticketing Arrangements:** _____

***PARTICIPANTS:** Please give the number of people you are bringing in, in the following categories

MC/Speakers -- _____

Performers -- _____

Technicians, Stage Managers, Directors -- _____

Band/Music Groups -- _____

(Number of groups/type of group/number of people in each group)

Lighting Needs:

Audio Needs:

Facility Needs (Stage, Podium, screens, video or slide projection, furniture, etc):

Amenities (Souvenir sale arrangements, concession stands, special promotions, media support, etc.):

