



The Royal Court of the Golden Spike Empire



SHOW / EVENT FORM

SHOW / EVENT INFORMATION

EVENT NAME				EVENT DATE			
EVENT HOST				PHONE			
EVENT HOST				PHONE			
EVENT TIMES	<i>Doors Open:</i>		<i>Show Starts:</i>		<i>Show Ends:</i>		
EVENT PRICE			PROCEEDS BENEFITTING				

SHOW / EVENT LOCATION

EVENT LOCATION			ADDRESS				
LOCATION MANAGER			PHONE			INITIALS	
LOCATION FEE	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>	FEE AMOUNT		FEE DUE DATE
LOCATION REQUIREMENTS							

SHOW / EVENT STAFF

DOOR PERSON (BOD)		PHONE		INITIALS	
2nd DOOR PERSON		PHONE		INITIALS	
1st EMCEE		PHONE		INITIALS	
2nd EMCEE		PHONE		INITIALS	
OTHER:		PHONE		INITIALS	
OTHER:		PHONE		INITIALS	

SET INFORMATION

SET COORDINATOR		PHONE		INITIALS	
SET BUILDER		PHONE		INITIALS	
SET DESCRIPTION					

LIGHTS AND SOUND

WILL YOU BE USING THE COURTS LIGHTING AND SOUND SYSTEM FOR YOUR EVENT?					<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>
DJ NAME			PHONE		INITIALS			
DATE OF SYSTEMS PICKUP			DATE OF SYSTEMS RETURN					
I UNDERSTAND THAT IF KEPT OVERNIGHT, THE SOUND AND LIGHTS SYSTEMS MUST BE KEPT IN A SECURE LOCATION.					INITIALS			

ADVERTISING

DOES THE SHOW / EVENT ADVERTISING CONTAIN ALL OF THE FOLLOWING INFORMATION?

NAME OF SHOW / EVENT	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>	COST OF SHOW / EVENT	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>
HOST(S) OF SHOW / EVENT	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>	PROCEEDS BENEFITTING	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>
DATE OF SHOW / EVENT	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>	RCGSE NAME AND / OR LOGO	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>
TIME(S) OF SHOW / EVENT	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>	RCGSE WEBSITE ADDRESS	<i>Yes</i>	<input type="checkbox"/>	<i>No</i>	<input type="checkbox"/>

TICKETED EVENTS OR SUGGESTED DONATIONS MUST BE SPECIFIED ON ADVERTISEMENT

