

Callie Bennett

Information Request Form

In preparation for the venue we appreciate your cooperation in providing the following information by email in PDF Form to cbennett927@gmail.com Please fill out this form and return on at least 3 weeks in advance of your event to confirm all the details. Thank you!

Date Form was submitted: _____

Form filled out by: _____

VENUE INFORMATION

Check One or more to Specify:

_____ **LIVE PERFORMANCE/WORSHIP/CONCERT**

_____ **LIVE SPEAKING**

_____ **ONLINE LIVE PERFORMANCE**

_____ **ONLINE RECORDED PERFORMANCE**

1) Date of the Venue Event: _____

2) Venue/Event Start Time: _____ Venue/Event End Time: _____

*Note: If this venue will start on a certain time zone please specify here: _____

3) Physical Address of Venue Location:

4) City: _____ State: _____ Zip code: _____

5) Web Address: _____ Office Hours: _____

6) Length of time/quantity of songs Callie will be performing?: **(Circle one)**

1 Song

2 Songs

3 Songs

4 Songs

30min

45min

1 hour

Other: _____

7) What time do you expect Callie to arrive and depart/Sign on and Sign off? (**Example:** Callie may appear early for sound check, meet and greet, autographs, and or photos at 6:30, perform at 7:00pm and end performance at 8:00pm. We then expect her to depart at 8:30pm.)

Callie Bennett

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- 8) IF THIS EVENT is for an online performance where will this event be made available? Please check below all that apply:

☐ Youtube
☐ Facebook
☐ Instagram
☐ Other: Please write _____
☐ All of the above

For any recorded video and or photos taken, Callie requests a Raw unedited footage copy for her records and use for ministerial and promotional purposes.

- 9) Name of One(1) Main Contact Person throughout entire event:

First Name _____ Last Name _____

Cell Phone Number: _____

E-mail Address: _____

- 10) Size of Venue: _____

- 11) Is there a theme or title for this event? YES NO

- 12) If yes, please list: _____

- 13) Will the venue be outdoors or indoors? _____

- 14) What is the dress attire for this event/venue? (Circle one or write in)

Casual Nice Casual Formal/Black Tie Other: _____

TRAVEL INFORMATION/EXPENSES (live venues only)

- 15) Will Venue cover all travel expenses of hotel, gas, food? YES NO

- 16) IF FLYING:

- a. Will Venue cover Flight Expenses? YES NO
b. Will Venue provide a Driver to pick up and drop off Callie at airport? YES NO
c. If there's a need for a vehicle rental will Venue cover the rental financially? YES NO

PRODUCT SALES

- 17) Will Callie be allowed to sell product before and after the venue? YES NO

- 18) Callie may possibly need table(s) for her product. Can the venue accommodate one(1) to four(4) tables, six(6) feet in length AND two(2) to four(4) chairs? YES NO

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Notes:

19) Will there be wifi accessible for the product table's credit card machines? YES NO

HONORARIUM

20) Will Callie be receiving an honorarium for her services? YES NO

If yes, an invoice will be emailed to the contact person on this form in accordance to the selections made on this form if it is approved.

SOUND (live venues only)

21) Will there be a sound technician to contact? YES NO

a. If yes please provide the following information for sound check and other info:

- i. Name of Sound Technician: _____
- ii. Cell Phone number: _____
- iii. Email: _____

AMENITIES (live venues only)

22) Will there be a green room available(Resting/Changing area for venue clothing attire)?

YES NO

23) Will there be special parking for performers and guests? YES NO

For any information you believe we should know that has not been placed on this form please write a brief description below.

Notes:

This information form is designed to help preparations for the venue to go smoothly. If there is anything that has not been covered on this information sheet that you would like Callie to be aware of, please don't hesitate to contact.

Cbennett927@gmail.com