INSTRUCTIONS

Please have the organizer of the event fill out the form completely.

* Forms should be completed and returned to GMAEC no later than 60 days prior to the event date.
* To complete form electronically, simply type answers/information in each field. To check boxes, double click on the box and select “Checked” under “Default Value”.
* To complete form manually, print form and fill in each section either in that section or on a separate sheet of paper.
* Give as much detail about the event as possible (in “Description of Event”).
* If Ticket/Registration are to be sold online via a website other than GMAEC, please include the web address for ticket sales.
* Give detailed instructions for lobby/gallery volunteers (in “Please provide detailed instructions for Volunteers”). For example, registration details if registering at GMAEC, times, dates, and instructions for materials pickup, check in times, etc.)
* Indicate whether materials/equipment are included/provided. If materials are not included, please indicate what materials are required by the participant/student.
* In the marketing section, please select all applicable marketing services that are requested. **Note: If nothing is checked, we will assume no marketing is needed.**
* If photos are to be included in any marketing, they must be quality, high resolution photos. Low quality photos will be rejected.
* Marketing materials must be provided no less than thirty (30) days prior to the event date.

Bookings for Classes, Events, Presentations

***To be completed preferably 60 days prior to event. Complete all applicable sections.***

|  |  |
| --- | --- |
| Name: | |
| Address: | |
| Phone: | Email: |
| Instructor/Presenter Name: | |
| Instructor/Presenter Email: | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of Event: | | | Time/Duration of Event: | | | |
| Description of Event: | | | | | | |
| Ticket/Registration Required:  Yes  No | | | | | | |
| Ticket/Registration Price: | | Ticket/Registration  Sales Begin Date: | | | Ticket/Registration Sales  End Date: | |
| Ticket/Registration Sales  Online at: | | | | Ticket/Registration Sales  Other: | | |
| Virtual Platform  (Zoom, Website, etc.): | | | | Link for Virtual  Platform: | | |
| Materials Included/Provided  Yes  No  Materials Required by Participant: | | | | Materials/Packets  Pickup Date: | | |
| Class Size: | Min: | | | Max: | | N/A |

|  |
| --- |
| Information Required for Registration (check all that apply):  Name  Address  Email  Phone  Other: |
| Please provide detailed instructions for Volunteers: |
| Volunteers Needed at the Event:  Yes  No  If yes, number of volunteers: |
| Links to logo/pictures for advertising, or provide in email attachments: |
| Sponsors– Please list and provide logos/links: |

Audio/Visual Items Required (Additional Fees Apply):

Sound

Lighting

Projection

Parking Lot Requirements:

|  |  |
| --- | --- |
| Parking needed for event  Yes  No | If yes, approximately how many spaces? |
| Event will be held in the Parking Lot  Yes  No | Date/Time parking lot will be utilized: |

**Marketing**

***>> Send all marketing information and communications to*** [***marketing.gmaec@gmail.com***](mailto:marketing.gmaec@gmail.com)

***With “Marketing for [your event]” in the subject line. <<***

Please select all marketing options to be included for this event

Marketing Included: Optional Coverage for Additional Cost:

Flyer Event Marketing Budget:

Monthly Calendar  DCI and HCS Ads

Website  KVNF/CPR Spots

Newsletter  Social Media Paid Ads

Community Calendars **Requirements for marketing:**

Delta Chamber of Commerce **Verbiage for marketing content must be provided by**

Social Media Post **the person or organization booking the event.**

Town Calendar and Message Board **Photos for marketing content must be high quality/**

GMAEC Website Registration and Ticket Sales **resolution.**

Flyer provided by event organizer  Yes  No

*If no, provide details of event, theme, artwork, photos, and other relevant information not included in this form.*

*If yes, flyer must be high quality/resolution. Low quality flyers will be rejected.*

***GMAEC Use Only – External Bookings***

Invoice: Rental: Additional Fees:

Date: Amount: Initials:

Commission: Total Sales: GMAEC % $

Client % $

Date: Amount: Initials:

|  |  |
| --- | --- |
| ***Internal Bookings*** | |
| Expenses Classification: | |
| Income Classification: | |
| Grant Support: Y N | Grant Title: |