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/RegistrationSales Begin Date:  | Ticket/Registration SalesEnd Date: |
| Ticket/Registration Sales Online at: | Ticket/Registration SalesOther: |
| Virtual Platform (Zoom, Website, etc.): | Link for VirtualPlatform:  |
| Materials Included/Provided [ ]  Yes [ ]  NoMaterials 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 [ ]  NoIf 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***

***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:

[x]  Monthly Calendar [ ]  DCI and HCS Ads

[x]  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**

[x]  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: |