

FLOBOTS EVENT REQUEST FORM

Thanks for expressing interest in having us participate in your event. This form will help us to understand your request and whether or not we can meet your expectations.

For band performances, please use booking information available on flobots.com

EVENT DETAILS

NAME OF BAND MEMBER REQUESTED: _____

NAME OF EVENT _____

DATE OF EVENT _____

TIME

FROM:

TO:

INDOOR OR OUTDOOR EVENT? _____

LOCATION OF EVENT _____

ADDRESS: _____

NUMBER OF ATTENDEES EXPECTED: _____

VENUE CAPACITY _____

AGE RANGE OF ATTENDEES: _____

AGE RANGE OF ATTENDEES: _____

IN YOUR OPINION, WILL ATTENDEES BE FAMILIAR WITH THE BAND? _____

IS THE EVENT OPTIONAL OR MANDATORY FOR ATTENDEES? _____

ABOUT YOUR EVENT

WHAT ARE YOUR GOALS FOR THE EVENT?



WHAT IS THE AGENDA?

WHAT IS THE AGENDA? (cont.)

NAME OF PERSON FACILITATING EVENT:

CONTACT INFO FOR FACILITATOR

EMAIL:

PHONE NUMBER:

HOW DO YOU HOPE OUR PARTICIPATION WILL ACCOMPLISH YOUR GOALS?

OF THE FOLLOWING, PLEASE CIRCLE WHICH BEST DESCRIBES THE EVENT:

MEET AND GREET

INFORMAL CONVERSATION / Q&A

FORMAL SPEECH

SPOKEN WORD / RAP PERFORMANCE

OTHER*

*PLEASE DESCRIBE:



**ON ANOTHER PIECE OF PAPER, PLEASE ANSWER THE FOLLOWING QUESTIONS
IN AS MUCH DETAIL AS POSSIBLE:**

MEET AND GREET:

PLEASE DESCRIBE EVENT SECURITY

HOW MANY PEOPLE WILL BE MEETING BAND MEMBERS

WILL THERE BE A PRIVATE AREA PROVIDED FOR BAND MEMBER(S) BEFORE AND AFTER THE EVENT?

INFORMAL CONVERSATION:

NAME OF FACILITATOR / MODERATOR

PLEASE LIST ALL TOPICS THAT WILL BE ADDRESSED IN THE CONVERSATION

IF SO, HOW WILL PARTICIPANTS BE PREPARING FOR THE CONVERSATION?

FORMAL SPEECH:

DESIRED LENGTH

DESIRED TOPIC

TOPICS TO AVOID, IF ANY

WHO WILL INTRODUCE THE SPEAKER?

SPOKEN WORD / RAP PERFORMANCE

DESIRED LENGTH OF PERFORMANCE

PLEASE SPECIFY TOPICS YOU WOULD LIKE ADDRESSED

LIMITATIONS ON AUDIENCE BEHAVIOR

(Performances usually ask audience members to move around, stand up, and make noise. Please indicate if this is a problem.)

NECESSARY INFORMATION FOR ALL KINDS OF EVENTS:

PARKING DETAILS

NAME OF CONTACT IN CHARGE OF AUDIO EQUIPMENT

WILL A MICROPHONE BE PROVIDED?

WILL A CD PLAYER BE PROVIDED?

CAN THE CD PLAYER AND MICROPHONE PLAY THROUGH THE SPEAKERS SIMULTANEOUSLY?

PLEASE MAKE ALL HONORARIUM CHECKS PAYABLE TO FLOBOTS.ORG

PLEASE FAX THIS FORM AND ATTACHED ADDITIONAL INFORMATION TO:

~~253-792-6775~~

303-945-2192



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