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| EVENT INFORMATION | | | | |
| Location | | |  | |
| Date | | |  | |
| Time | | |  | |
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| ORGANIZATION | | | | |
| Name | | |  | |
| Phone | | |  | |
| WEBSITE | | |  | |
|  | | | | |
| CONTACT PERSON( PRODUCER/ PROMOTER) OF EVENT | | | | |
| Name | |  | | |
| Phone | |  | | |
| YOU WILL BE CONTACTED BY OUR STAFF , BUT PLEASE READ THE QUESTIONS BELOW AND BE PREPARED TO ANSWER THEM.  THANK YOU!  BE PREPARED TO ANSWER THE FOLLOWING QUESTIONS:  TOTAL BUDGET\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IS THIS A FLAT FEE?  DOES THIS INCLUDE ( FOOD DRINKS AND TRANSPORTATION?  HOW WILL YOU ADVERTISE?  ANY PRESS COVERAGE EXPECTED?  WHO WILL PROVIDE THE AUDIO/ SOUND?  ANY ADDITIONAL INFO: | | | |  |
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