



## BALLETHNIC DANCE COMPANY INC.

Phone: (404) 762-1416 Fax: (404) 762-6319 E-mail: [karendid@ballethnic.org](mailto:karendid@ballethnic.org)

### **GENERAL BOOKING REQUEST FORM**

Please complete this general information form. Fax, email, or mail it to our office. Upon receipt, a representative will contact you to discuss your booking.

Today's Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Organization/School: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Best time to call: \_\_\_\_\_ a.m./p.m. (circle one)

#### **OPTIONS YOU ARE CONSIDERING:**

A. Performing Group 1)  Touring Company of Professional Artists; 2)  Ballethnic Pre-Professional Youth Ensemble

B. Performance Type:  In-School-Performance (various options);  Workshop (participant learning and execution of dance);  Lecture Demonstration (part lecture, dance demonstration/performance);  Private Performance;  In-Studio Performance (BDC onsite performance)

C. Anticipated Audience and/or venue: \_\_\_\_\_

D. Studio Rental:  Use of BDC studios

**DATE(S) REQUESTED:** \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

**TIME OF EVENT:** \_\_\_\_\_ a.m./p.m.(circle one) **YOUR BUDGET:** \$ \_\_\_\_\_

Location, if different from above:

City: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**THIS IS NOT A CONTRACT.** Please review your Description/Rate Form. All technical requirements must be met before a contract is executed.

**PLEASE RESPOND BY FAX (404-762-6319) OR EMAIL ([karendid@ballethnic.org](mailto:karendid@ballethnic.org))**

**FOR OFFICE USE ONLY:** Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_



**Ballethnic Dance Company, Inc.**

*Phone: (404) 762-1416*

*Fax: (404) 762-6319*

*E-mail: karenid@ballethnic.org*

**MINIMAL TECHNICAL REQUIREMENTS**

**Please confirm that technical requirements will be met by placing your initial beside each item below indicating it will be in place at the time of the scheduled performance/workshop:**

- \_\_\_\_\_ 20'X25' area with clean wooden floors(no concrete, carpet or cafeteria floors.)
- \_\_\_\_\_ two (2) dressing areas nearby the performance/workshop area
- \_\_\_\_\_ PA system with microphone
- \_\_\_\_\_ Arrangement for Marley floor
- \_\_\_\_\_ 2 to 3 electrical outlets
- \_\_\_\_\_ CD player
- \_\_\_\_\_ Bottled water and juice for the dancers
- \_\_\_\_\_ Dancers will need 2 hours for preparation on site prior to all performances.

**Sign and date this form Return to: Ballethnic Dance Company. Upon receipt a representative will contact you for confirmation of availability and invoice/contract information.**

**Address of Venue:** \_\_\_\_\_

**Contact Person or Technical Director:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Signature of Coordinator/Representative:**

\_\_\_\_\_ **Date:** \_\_\_\_\_