

Do you have signed contracts with the performers you are engaging for The Wilder Center? Yes No

If not, when do you anticipate having signed contracts: _____

Have you produced a similar event before? Yes No

If so, please provide the name of facility where that event was held and the name and telephone number of the contact person for that facility.

Please provide the names and telephone numbers of two business references:

1. _____ 2. _____

Event Information:

Requested Move-in Date: _____ Move-in/Set-up time required: _____

Rehearsal Schedule: _____

Number of performances: _____ Expected Attendance: _____

Time: Doors Open _____ Event Begins _____ Event Ends _____

Technical Requirements: Please provide a description of the technical requirements (lighting, sound and stage) for your event. Attach a separate sheet if necessary. (Please attach technical rider)

Food Service: All catering and concessions at The Wilder Performing Arts Center are under exclusive contract. All details relative to food and beverage must be coordinated through the Wilder Center staff. Ordering and delivery of "take out" food is prohibited.

Food Service Requested: Please provide type of food service and the number of meals needed.

Continental Breakfast for _____ Lunch for _____ Dinner for _____ Cold Hot
in party # in party # in party

Reception for _____ Hors d'oeuvres Heavy Light ; Beverage Service for _____
in party # in party

Other

The applicant hereby represent that he/she has made a full and complete disclosure of all information that might be pertinent to the University's consideration of this application and that all of the above statements and information are true. We have read the University's Policies and Procedures and agree to it.

Authorized Signature of Applicant

Date

Applicant, please do not write in shaded area.

Date received: _____ **By:** _____ **LDW Approval Received:** _____
VP Apv. Received: _____ **Confirmation Sent:** _____ **Deposit Received:** _____