



EVENT INFORMATION FORM

Date of Engagement: _____ Todays Date: _____

PTE Services Interested In: Entertainment Bookings and Coordination () Production Management () Sound Systems Rentals () Lighting Rentals () Backline Rentals () Labor Contracting () Event Marketing Support ()

Specific requested entertainment/services: _____

Company/Organization Name: _____

Contact: _____ Office Phone: _____

Cell Phone: _____ Fax: _____

Address: _____

Email: _____ Web Site: _____

Type of Engagement: _____

Location of Event: _____

Type of Engagement: _____

Projected # of Attendees: _____

Event Hours: _____ Set-Up Hours: _____

Curfew: Y/N - if so, what time? _____ Indoor/Outdoor: Y/N

Union/Non-Union Venue: Y/N Restrictions for equipment truck parking/unloading: Y/N

F&B for performers/staff at engagement: Y/N Dressing room(s) on-site: Y/N

Notes: _____

FAX BACK COMPLETED TO 925-905-3813