



## Event Inquiry | Performance/Workshop/Vendor Form *(Updated 01/03/2021)*

If there are details on the form that have not been confirmed yet, please write in "N/A" or include information to the best of your ability. Please allow at least four weeks before your event for our Performance Coordinator to contact you. Due to the MA protocols put in place regarding the COVID-19 pandemic, requests for physical events may need additional time to consider. All information provided is for internal use only.

<b>Signatory Information</b>	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss. <input type="checkbox"/> Ms. <input type="checkbox"/> Other:	
	<b>Full Name</b>	
	<b>Title (if applicable)</b>	
	<b>Phone Number</b>	
	<b>E-Mail Address</b>	
	<b>Business/Organization Name</b>	
<b>Mailing Address</b>		

<b>Event Information</b>	<b>Venue Name</b>	
	<b>Venue Address</b>	
	<b>Requested Date</b>	
	<b>Requested Stage Time</b>	
	<b>What's your estimated budget?</b>	
<b>Please note that transportation and food will be a separate fee.</b>		
<b>Please provide a quick overview about the event:</b>		
<b>Who is the expected audience?</b> E.g. age group, type of school.		
<b>Expected number of people in attendance:</b>		
<b>Please tell us the requested services that you would like Angkor Dance Troupe to provide for your event. If you are unsure, we can provide recommendations that work for your event and budget.</b>  E.g., Blessing dance for a wedding, a 30 minute workshop for elementary students, costume/prop rental.		

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<p><b>Can you provide water and food to the performers?</b></p> <p>Dancers may have allergies or dietary restrictions. Meal fee will vary based on number of staff/dancers needed for event.</p>	<p><input type="checkbox"/> Yes, we will be able to set aside food and water for the performers before the show. (Waive meal fee)</p>	<p><input type="checkbox"/> No, we would like the fee added to our budget. (Rate card will be sent by Performance Coordinator)</p>
<p><b>Will you be the main contact person for the event?</b></p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No, please contact:</p>
<p><b>Number of reserved parking spots available for Angkor Dance Troupe:</b></p>		
<p><b>Can you provide a dressing room or private area for the performers to change in?</b></p>	<p><input type="checkbox"/> Yes, the area will fit performers, staff, and secure all personal belongings, costumes, and props.</p>	<p><input type="checkbox"/> No, the dancers will need to get ready offsite.</p>
<p><b>Contact person for stage audio/visual (if available):</b></p>	<p>Full Name</p>	<p>E-mail Address</p>
<p><b>What kind of sound system will be available?</b></p> <p>E.g., theater, auditorium, a DJ on site, or speakers that will connect with an aux wire, etc.</p>		
<p><b>What will the dancers be performing on?</b></p>		<p><input type="checkbox"/> Auditorium/Theater Stage <input type="checkbox"/> Other Stage Area <input type="checkbox"/> Not Sure Yet</p>
<p><b>Can you provide the dimensions of the stage area?</b></p>		
<p><b>Would you like to subscribe to our newsletters?</b></p>	<p><input type="checkbox"/> Yes, I would like to be updated with Angkor Dance Troupe's special events, programs, and highlights.</p>	<p><input type="checkbox"/> No, thank you.</p>
<p><b>Additional notes about your request:</b></p>		

*Thank you for supporting the Angkor Dance Troupe. If you need to edit your form, please email [info@angkordance.org](mailto:info@angkordance.org) immediately. Our Performance Coordinator will contact you regarding the next steps as soon as possible.*