FORMS FOR PROPOSED SFS EVENTS

The following two forms are for the use of anyone who wants to have the Spokane Folklore Society sponsor an event other than the regularly scheduled dances.

The SFS EVENT APPLICATION is the first form you should fill out. This may be initiated by either an SFS Board member, an SFS member, or the performer. Please fill out completely, as the SFS Board will use this to decide whether or not to sponsor the event, and the more information you provide the easier the decision will be. Please use realistic estimates for the money. Please send this in to the Spokane Folklore Society as far ahead of the proposed event as possible.

The SFS EVENT CHECKLIST is a guideline for the SFS Board. Whoever is in charge of the event should fill this out and return it to the SFS Board. Again, please use realistic estimates on the costs.

Either bring these forms to the next SFS Board meeting (the time and place can be found in the SFS newsletter or on the SFS web site: http://spokanefolklore.org, or snail mail them to Spokane Folklore Society, P.O. Box 141, Spokane, WA 99210-0141, or you can e-mail them to sfsres@hotmail.com. If you e-mail you are going to have to copy and paste this into the body of the e-mail, so we strongly suggest either bringing it in in person or using snail mail.
SFS EVENT APPLICATION

Name of Event: __________________________________________

Contact Person ____________________________ Phone Number ___________________
E-mail address ______________________________________________

This is a dance concert (circle one)

Name of Performer(s)____________________________________________________
______________________________________________________________________

Date of Event: __________________ Time: ________________

Length of Event: ___________ hours (best estimate please)

How many performers? _______________________

Requested payment for performers _____________________ OR ________% after
expenses are paid OR __________ plus ______% after expenses. (Please pick one
option)
This price is firm _________ This price is negotiable _________

SOUND EQUIPMENT
__________ We would like SFS to provide the sound equipment
__________ We will provide our own sound equipment

DO YOU NEED ANY OTHER EQUIPMENT?
_______ No thanks.
_______ Yes, please.
If yes, please specify __________________________________________
_______________________________________________________________________
_________________________________________________________________________
SFS EVENT CHECKLIST

Name of Event: __________________________________________

Contact Person ____________________________ Phone Number _________________
e-mail address _______________________________________________

This is a dance concert (circle one)

Name of Performer(s)____________________________________________________________________

Date of Event: __________________ Time: ________________

Place: ______________________________________________

Do we need a key to get into the building? Yes/No
If yes, who do we get it from? _______________________________

Do we need to return the key? Yes/No
If yes, to who and when? ________________________________

We will pay the performer(s) (if more than one performer, indicate the percentage and/or
exact amount to be paid to each) _____________________________________________

________________________________________________________________________

Cost of hall _______________ Other estimated costs (please explain) ___________

________________________________________________________________________

Admission prices: _________ SFS members ___________ nonmembers _______other

Estimated number of volunteers needed: _____
Names of volunteers ______________________________________________________

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Event Analysis

Income from Concert
Income from Snacks
Total Income
Paid to Performer(s)
Paid for Hall
Other Expenses (details)
Total Expenses
Profit (loss)

What, if anything, can we do to improve the next performance? ________________

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SFS/cde/12/05/04