

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 sfspres@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 _____

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? _____