

**Community Stage Events Form**

Please fill in and return this form to: [education@lichfieldgarrick.com](mailto:education@lichfieldgarrick.com)

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| **Name of Organisation / Group / Artists** |  | | | |
| **Event name:** |  | | | |
| **Preferred Event Date:** |  | | | |
| **Preferred Event Timings:** | Start: |  | Finish: |  |
| **Set Up Timings:** | Please state preferred arrival time for any rehearsal or set-up | | | |
| **Expected Audience Numbers:** | (Maximum capacity is 60 people including performers) | | | |
| **Participant Numbers:** | (Please state maximum capacity if appropriate) | | | |
| **Access Requirements:** | Yes / No if Yes please state: | | | |
| **Main Event Contact:** | *Please provide email address and telephone number* | | | |
| **Garrick Contact:** | **Jonny McClean** | | | |
| **Event Description** | *Please provide as much detail as possible and include any details you think we will need to be aware of from a Health and Safety perspective, if you have a running order please also supply this.* | | | |
| **Comms Information** | What is your target audience?  May The Garrick photograph the event?  Are any participants under 16 taking part?  Please provide an 140-character tweet about the event:  Please state any website address:  Please state any Twitter account:  Please attach any imagery or logos (max three items) | | | |

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| **Signage to event Required?** | Please provide what you would like any internal signage to the event to state (max 25 words)  Sign stating where the workshops are e.g: |
| **Space Layout:** | Please either describe clearly or provide a diagram |
| **Equipment Requirements:** | (e.g number of chairs and tables etc, or any special furniture requests) |
| **Technical Requirements:** | (e.g PA system/projector/projector screen etc) |
| **Staffing Requirements** | None |
| **Cost Code:** |  |