**IOWA School of Music**

**EVENT INFORMATION ORGANIZER**

- **Event Name:**
- **Area/Sponsor:**

**Event Details**

- **Event Type:**
  - [ ] Conference
  - [ ] Recital/Concert
  - [ ] Lecture
  - [ ] Master Class
  - [ ] Workshop/Camp/Clinic
- **Performer Type:**
  - [ ] Faculty
  - [ ] Guest
  - [ ] Chamber
  - [ ] Ensemble

- **Event Date:**
- **Start Date:**
- **End Date:**
- **Reoccurring? Y/N:**
- **Preferred Space/Room:**
- **Total # of People:**
  - [ ] Tables
  - [ ] Chairs
  - [ ] Stands
  - [ ] Other:
- **Branded Items:**
  - [ ] Banners
  - [ ] Photo Booth
  - [ ] Directional Signage

**SPACE DETAILS**

- **Audio/Visual Needs**
  - **Projection/Visual:**
    - [ ] Slide Show
    - [ ] Lighting
    - [ ] Zoom
    - [ ] Other:
  - **Sound:**
    - [ ] Hand-held Mic
    - [ ] Audience/Speaker
    - [ ] Wireless
    - [ ] Clip-on/Earpiece
    - [ ] Other:
  - **Accessibility:**
    - [ ] Livestream
    - [ ] Record
    - [ ] Other:

**MARKETING/COMMUNICATIONS**

- **Marketing**
  - **Bios/Headshots**
  - **Program Notes**
  - **Translations**
  - **Social Media**
  - **Mass Email**
  - **Mailer (ex. Postcard)**
  - **Flyer/Poster**

**Special Marketing Details**

**Target Audience**

- [ ] HS Students
- [ ] Music Educators
- [ ] MS Students
- [ ] Alumni
- [ ] Elm. Students
- [ ] Donors
- [ ] General Public
- [ ] Current Students
### GUEST INFO

<table>
<thead>
<tr>
<th>Contract</th>
<th>Working with Minors</th>
<th>U of I Cost</th>
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<tbody>
<tr>
<td></td>
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<td>Travel</td>
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<td>Lodging</td>
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<td>Transportation</td>
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#### Travel & Stay Information

- [ ]

### FOLLOW UPS

- [ ] Guest Thank You
- [ ] Marketing Audience Follow Up
- [ ] Other:

### ADMISSIONS NEEDS

- [ ] Admission Information Folders
- [ ] Merch/ Swag

### HOSPITALITY

- [ ] Caterer Meal

#### Food & Beverage Details

- [ ] 

- [ ] Cutlery Needed

- [ ] # to Serve:
- [ ] Serving Time:
- [ ] Meal Budget: