

Dance and/or Fitness Class Event Request Form

This form is a REQUEST only. Please DO NOT advertise this event, distribute materials, or collect money until you receive a Booking Agreement from the Instructor. Requested date and/or time may not be available as it is a "first-come, first-serve" basis, as well as instructor availability. The Instructor must receive this request a minimum of two weeks (14 days) prior to the requested event date. The Event can easily be accommodated Monday – Friday, from 8:00 A.M. to 4:00 P.M. Accommodations may be available on Saturday, Sunday, or weekday nights, but availability may be more limited. Any Event Names or Promotion Titles must be pre-approved.

Planning

Location Name: _____
City: _____ ZIP Code: _____
Contact Name: _____ Phone Number: _____
Email: _____ Fax Number: _____
Event Name/Promotion Title: _____

Event Day

Contact Name: _____ Mobile Number: _____
Requested Date: _____
First Choice _____ Second Choice _____
Requested Time: _____
First Choice _____ Second Choice _____ Third Choice _____
Requested Theme: _____
First Choice _____ Second Choice _____ Third Choice _____
Projected Attendance: _____
Notes/Special Requests: _____

(Use a second attached sheet, if applicable)

Please return your completed form to the mailing address provided or via email provided

Initials

Date

Initial here to confirm that you understand that this is a REQUEST only. Your booking is NOT guaranteed until you receive a Booking Agreement from the Instructor.

Please send all correspondences to the following:

ATT: Lacey Powell
180 E Burgess Road STE G
Pensacola, Florida 32503
Or
LACEY.POWELL@COX.NET