



EVENT APPLICATION & MEMORANDUM OF UNDERSTANDING



APPLICATION

Event Title: _____ Date: _____

Day(s): _____ Start Time _____ Room Loc: _____ Sponsord By: _____
(Global Harmony GA Presents Local Eyes etc.)

Event Owner: _____ Phone: _____ email: _____
(Owner-The person responsible for guiding this event through to completion-see page 2 for general responsibilities)

Brief Description: _____

Is a Contract Required? (Contract is required between Gualala Arts and an outside Party when payment is involved for services. **(If payment is required please complete contact information below)** Yes No

Name and/or DBA: _____

Mailing Address: _____

Phone# _____ Cell#: _____ Fax# _____

E-mail: _____ Website: _____

Special Conditions to be included in contract/MOU (i.e.: access to venue prior to event, etc.)
Please note in Additional Comments on reverse

Payment Negotiated: _____ Contract Rider Required: _____
Yes No

Adult Ticket/Entry Price: _____ Youth Ticket/Entry Price: _____
In Advance Day Of In Advance Day Of

BPT Needed:	Reservations Needed:	Cash Box(s) Needed:	Volunteers Needed:
Yes No	Yes No	Yes No	Yes No

Program Created By: GAC Event Owner: _____ Reproduced By: GAC Event Owner: _____

Food Requirements GAC Catered Type of Food: _____

Liquor & Drink Requirements: _____

Equipment & Set-up Needs: _____

Application Submitted By : _____ Date: _____
Signature

_____ Tel # _____
Print Name

Approved: _____ Date: _____
David Susalla, Executive Director - Gualala Arts



EVENT APPLICATION & MEMORANDUM OF UNDERSTANDING



EVENT OWNER MEMORANDUM OF UNDERSTANDING (MOU)

Event Title: _____ Date: _____

I understand that as an Event Owner for a performance at Gualala Arts I have the responsibility of initiating and guiding all aspects of this event through to completion. To that end I acknowledge the following:

- 1) I understand it is my responsibility for providing the required publicity information at time of application and contract execution. _____
initials
- 2) I understand it is my responsibility to work along with staff to ensure Volunteers are in place for identified tasks. _____
initials
- 3) I understand it is my responsibility to provide specific information, requirements, and decisions regarding this event when needed and remain throughout the key contact for staff inquiries. _____
initials

INITIAL PUBLICITY REQUIREMENTS

Immediately schedule a session with the Publicity Manager to discuss a general publicity plan and timing expectations. Date Scheduled with Publicity _____

All publicity information should be provided to the Publicity Manager at PR@GualalaArts.org.

For your meeting with Publicity please have the following materials available:

- (1) a description of the event
- (2) a brief artist/presenter biography
- (3) images relevant to the event should be provided – minimum of two images are required but total of five are desired
- (4) Images should be a minimum of 1500 x 2100 pixels (5x7 300 dpi) in a mixture of portrait and landscape orientation
- (5) PR materials may be e-mailed or brought into Gualala Arts Center on a disc or thumbdrive

Signature Date: _____

Print Name

Acknowledged: _____ Date: _____
David Susalla, Executive Director - Gualala Arts

ADDITIONAL NOTES: