



This form is a Word document that can be filled out electronically by entering the event information inside each box. Please fill out form as completely as possible, and email as an attachment to president@ehseu.org

Event Date & Day of Week	
Event Name	
Event Place & Address	
Venue Description (room name, performance site)	
Company Name	
Company Contact Name Phone Email	
Arrival Time (1/2 hr before Play Time) Special Instructions	
Play Time Beginning / End (up-to-2 hrs with 10-min break)	
Combo Size (min. donation of \$350 for a trio and \$75 for each additional instrument)	
Combo Dress (black formal or casual)	
Power Outlet Available? (outlet at performance site)	
Piano Available On-Site? (if not, is there room for keyboard?)	
Unloading Instructions (short term parking & transporting instruments to site)	
Parking for Musicians (long term parking during event)	
Company Contact at Event Cell phone (on-site for musicians during set-up)	
Esperanza Gig Coordinator (avail by phone during event)	
Combo members assigned (Com Hrs)	