

The Brooklyn Tabernacle Singers

EVENT DETAILS QUESTIONNAIRE (EDQ)

NOTE: Please use a Typewriter or PRINT large and dark when filling out the EDQ.
The Brooklyn Tabernacle 17 Smith Street Brooklyn, NY 11220 phone 718-290-2029 fax 718-290-2051

CHURCH/ORGANIZATION	
Church/Organization Name	Date (s) Requested
Street Address	City
State/Province	Zip/Postal Code
P.O. Box	Country
Phone (w/area code)	City/State
Fax	Zip Code
Business Hours	E-Mail
	Website
	Capacity
	Available Seating

CONTACTS			
NAME	OFFICE PHONE	HOME PHONE	CELL/PAGER
Coordinator			
Senior Pastor			
Promoter			
Music Director			
Sound Engineer			

LOCATION FOR MEETING/EVENT

Event Site _____

Street Address _____

City _____ State _____ Zip _____ Country _____

Phone () _____ Fax () _____

Doors Open: _____ Start Time: _____ Sound Check: _____

Available Seating: _____ Capacity: _____

Business Hours : _____ Bus Parking _____ Childcare _____

TYPE OF MEETING/EVENT CONTENT

Please check appropriate description(s):

Praise & Worship Service Seminar Church Service

Conference/Crusade Concert Speak

Please describe the format of your event _____

Please include an event day schedule (including sound check / product table set-up time) and an itinerary for the duration of the visit. If you do not have all the details, use your best estimation and send a final copy when they are confirmed. Include all artists / speakers that will participate.

ACCOMODATIONS

Hotel _____ Phone _____ Fax _____

Address _____ City _____ Zip _____

Web Site Address _____

TRAVEL ARRANGEMENTS

AIR TRANSPORTATION:

INDICATE THE MAJOR AIRPORT NEAR THE EVENT LOCATION _____

If you have special discount resources or sponsorship, please notify the Event Coordinator as soon as possible.

GROUND TRANSPORTATION:

Charter Bus Church Van Pool

Travel accommodations must include: Seating & Luggage space for 21 people.

FINANCIAL ARRANGEMENTS

Please check appropriate description(s):

Honorarium

Love Offering

Ticketed Event Ticket Price: \$ _____ Adult \$ _____ Child \$ _____

of Ticket Outlets _____ # of Tickets Printed _____

Please be advised that this EDQ does not confirm your request. You will be contacted by the Music Dept. of The Brooklyn Tabernacle. Thank you for you interest in The Brooklyn Tabernacle Singers. If you need clarification on any aspect of this EDQ please direct them to the the Music Office at 718-290-2029. Please fax the completed form to 718-290-2051.