

BODY EVENT PROPOSAL

Please note: To be considered, this form must be completed in its entirety, submitted with all required materials, and will remain on file with BODY

Date of Submission: _____ How did you hear about BODY? _____

Presenter/Group: _____ Size of Group/Ensemble: _____

Name of Event: _____

Proposed Date and Time: _____ Proposed Length of Event: _____

Website(s): _____

Contact person: _____ Contact's email: _____

Contact Phone & Cell Phone (Include Travel Numbers): _____

Mailing address: _____

>Are you interested in weblink sharing? Yes No

(BODY will include a link to your website, you link to BODY's site in exchange).

>Description of Event (Please choose one & describe):

Workshop

Lecture/book signing

Performance

Concert

Dinner Music

Dinner and Entertainment

Celebration

Other

Description: _____

>What are your credentials and how do they apply to the event you are offering? _____

>How many events of this type have you conducted? _____

List your three most recent events of this type (include: date, venue, terms for each, contact person and number, amount of people who attended the event):

1. _____

2. _____

3. _____

List your current tour dates/locations: (if local: we would like to listen/see you live): _____

>How many people are attracted to your events? _____

Include proposal and all supporting materials in an envelope addressed to:

BODY Events, 333 Cordova Rd. Santa Fe, NM 87505

Questions? 505-986-0362 or events@bodyofsantafe.com

>Do you have a local audience/following that BODY can promote to (include description and approximate crowd size)? _____

>Who is the event targeted to (age, interests, demographics)? _____

>What is the usual cost of your event to the attendee and in what form (tickets, door cover, etc)? _____

>How have you promoted your events? Please select all that apply.

Agent TV Radio Paper Magazine Website Poster Flyer Other

>If you are touring, how many days before and after your event do you intend to be in Santa Fe?

This will help us with scheduling of media interviews. _____

>Event Needs [Please list: seating, headset, speakers, yoga props, projector and screen, sound requirements, green room, set-up timeline and sound check, dinner service restrictions, other]:

BODY Event Requirements:

1. Completed proposal submission including all materials 3-6 months advance of event. Proposal forms without required materials will not be considered.
2. If you wish to submit required materials via your website, website must be updated with current text and photos and imagery at 300dpi.

BODY Materials Requirements to Be Submitted with Proposal (Please Use as Checklist):

- A syllabus of the proposed event (all workshops and lectures)
- Professionally written press release about your proposed event
- Media quotes and client testimonials
- List of published articles, books, other authored materials, CD's and DVD's (Current).
- Current Bio to include accomplishments, degrees, certifications, trainings, names of schools and/or institutions; public venues, conferences, and media where you have been featured or participated.
- Information on any copyrights we need to use in promoting your event.
- Current photos and appropriate images at 300dpi: including 1 headshot and 2 action images depicting yourself performing your art or presenting your type of event. Any relevant imagery or photos (300 dpi), book or CD covers, trademark imagery or logos. ALL IMAGES MUST BE HIGH-QUALITY, 300 dpi 5x7" minimum.

ONCE YOUR EVENT PROPOSAL HAS BEEN ACCEPTED AND ALL TERMS AGREED UPON, YOU WILL RECEIVE AN EVENT AGREEMENT. YOUR EVENT IS NOT OFFICIALLY ACCEPTED UNTIL YOUR SIGNED COPY OF THIS AGREEMENT IS RECEIVED BY BODY.

*** Please consider your proposal and all related materials with care. Submissions of materials may not be changed, altered, corrected, or retracted once they have been submitted. In promoting your event, any or all of your submission may appear in public marketing and promotion including print, radio, and video. ***