

H.U.M.P.S

Hervey Bay Ukulele Music Pickers and Strummers Inc.
P.O. Box 3126 Pialba Qld 4655
Email: humpsukeclub1@gmail.com

Performance Request Form

You have requested a performance from the Hervey Bay Ukulele Music Pickers and Strummers Club. To assist us to meet your needs and to provide an enjoyable event we require the following information. Could you please complete and email this form to jimez12@hotmail.com

YOUR NAME

YOUR CONTACT NUMBER:

YOUR ORGANISATION NAME:

IS THIS PERFORMANCE TO BE PART OF AN EVENT? (Y / N)

IF YES WHAT IS THE EVENT;

WILL YOU BE PRESENT AT THE EVENT TO SUPERVISE? (Y / N)

IF NO, NAME AND CONTACT OF PERSON ON THE DAY:

VENUE;

ADDRESS;

PERFORMANCE 1 DATE: START TIME: DURATION: (max 45 min)

PERFORMANCE 2 DATE: START TIME: DURATION: (max 45 min)

ESTIMATED AUDIENCE NUMBER AND AGE GROUP?

Venue Details	
Is there an elevated stage area? If so does it have steps? How Many?	
How many performers can this area accommodate?	
Is there a 240v power point available?	(Y / N)
Does the venue require a P.A? If so, is one available?	(Y / N)
Is there any special events / occasions we need to acknowledge?	(Y / N)
Any other information you want us to know?	

PLEASE NOTE

Hervey Bay Ukulele Music Pickers and Strummers Club is an amateur group and all members volunteer their time to perform. Gigs are performed free, but donations are accepted.

CONFIRMATION: when we can confirm that we have sufficient volunteers to perform at your event we will contact you and confirm our attendance. This may be up to 2 weeks before the event.

Requesting Persons Signature:

Date: / /

OFFICE USE ONLY

Date Approved	Gig Group Leader	Number Attending	Committee Approved

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GIG Checklist

ITEM	PERSON or ACTION	COMPLETED
Performance request submitted to committee		
Gig entered into Gig Book		
Performance request approved by committee		
Requesting person notified of confirmation and numbers		
Gig leader approved by committee		
Gig Books taken to venue		
Sound system / power / cables etc		
Performers notified of start time		
Performers notified if cancelled		
All performers signed into "Gig Book"		