

**SHAPE International Band**

Attn: Bandmaster  
 7010 SHAPE, Belgium  
 Tel: 065 / 44.33.22  
 Fax: 065 / 44.34.54

**L'Orchestre du SHAPE**

Attn: Chef de l'Orchestre  
 7010 SHAPE, Belgium  
 Tel: 065 / 44.33.22  
 Fax: 065 / 44.34.54

**SHAPE International Band (SIB) – Performance Request Form**

*Please fill out this form as completely as possible and return to the address above*

**EVENT INFORMATION**

<b>Country, City, Postal code of Event</b>	<b>Date(s)</b>
<b>Name and Address of Performance Site:</b>	<b>Performance Time(s)</b>

**PERFORMANCE INFORMATION**

<b>Description of Performance Site</b>	<input type="checkbox"/> Indoor / <input type="checkbox"/> Outdoor
<b>Approximate Size of Stage:</b>	<b>Seating Capacity &amp; Expected Attendance</b>
<p>Of the following, please indicate what will be available for the band's use:</p> <input type="checkbox"/> Chairs <input type="checkbox"/> Music Stands <input type="checkbox"/> Grand Piano <input type="checkbox"/> Performance Risers <input type="checkbox"/> Dressing Rooms: <input type="checkbox"/> WC <input type="checkbox"/> Parking <input type="checkbox"/> _____	

**OFFICIAL POINT OF CONTACT (POC) FOR BAND ARRANGEMENTS**

<input type="checkbox"/> <b>Name, Organization and Address</b>	<input type="checkbox"/> <b>Telephone</b> <i>(please include city and country codes)</i>	
	<b>Office phone</b>	<b>Cell phone</b>
	<b>FAX</b>	<b>E-Mail</b>
<b>Alternate POC</b>	<b>Telephone</b> <i>(please include city and country codes)</i>	
	<b>Office phone</b>	<b>Cell phone</b>
	<b>FAX</b>	<b>E-Mail</b>

**PLEASE COMPLETE THE BACK OF THIS FORM  
 CONCERNING THE EVENT / CONCERT**

**PLEASE ANSWER THE FOLLOWING**

DESCRIPTION OF THE EVENT/CONCERT	
<p>What type of music is being requested?</p>	<p><i>Check all that may apply:</i></p> <p><input type="checkbox"/> Ceremonial</p> <p><input type="checkbox"/> Big Band Jazz Concert</p> <p><input type="checkbox"/> Dance Music</p> <p><input type="checkbox"/> Rock/Pop Music</p> <p><input type="checkbox"/> March Music</p>
<p>Will there be performances on stage immediately before or after the SIB?</p> <p><input type="checkbox"/> No other performances on stage.      <input type="checkbox"/> Yes; Musical Group      <input type="checkbox"/> Yes; Other type of Performance</p>	
<p>How will the event be publicized?</p> <p><input type="checkbox"/> Radio   <input type="checkbox"/> TV   <input type="checkbox"/> Newspaper   <input type="checkbox"/> Posters</p>	
<p>What materials do you need from the SIB?</p>	<p><i>Check all that may be needed for publicity:</i></p> <p><input type="checkbox"/> Posters</p> <p><input type="checkbox"/> Photos</p> <p><input type="checkbox"/> Band History</p> <p><input type="checkbox"/> Group Descriptions</p>
<p>Include any additional information regarding this request:</p>	
<p align="center"><b><u>General Conditions of Performances by the SHAPE International Band</u></b></p> <ul style="list-style-type: none"> <li>➤ There is a fee for most performances by the SHAPE International Band. This fee will be determined after the SHAPE Band Director of Operations has reviewed your request.</li> <li>➤ In most cases, the sponsor must be prepared to provide or pay for round-trip transportation for the band and it's equipment.</li> <li>➤ If your request is approved the Director of Operations will schedule a visit to the performance venue to discuss all details of the SHAPE Band's performance.</li> </ul> <p align="center" style="margin-top: 20px;"><b>THANK YOU for completing this form.</b> <b>We will contact you soon</b></p> <p align="right" style="margin-top: 10px;"><b>SIB</b></p>	