

EXTRA INFORMATION REQUIRED BY DEMONSTRATORS

To be used in conjunction with the Blue Booking Form

The following information should be completed by the Club Programme Secretary and should be returned to the Demonstrator with part C of the Blue Form

- 1. Demonstration to
- 2. Day, Date & Time
- 3. Venue.....
- 4. Is this a special event? (Anniversary, AGM, Open)
- 5. Seating Capacity of Hall.....Estimated size of audience.....
- 6. Is the seating tiered or level.....
- 7. Is there a stage/platform?size.....x.....x.....(height)
- 8. Are there wings on the stage?.....If so, are they clear of other materials?.....
- 9. If not, is the club able to provide screens?.....
- 10. Available working height above demonstration table.....
- 11. Are there Front curtains? Yes/No Colour.....
Fly curtains? Yes/No Colour.....
Background Colour.....
- 12. Type of staging/tables offered.....
- 13. Are there drapes to cover staging tables? Yes/No Colour.....
- 14. Are there facilities to hide second placements etc.....
- 15. Will there be a lighting technician?.....
- 16. What time will the technician be available?.....
- 17. Are there facilities to play music?.....
- 18. What type of lighting? Tungsten/Fluorescent/Flood/Spotlights?.....
- 19. Is there a microphone? Yes/No Neck?.....Radio?.....
- 20. Will a parking space be reserved at the venue?.....
- 21. Is there easy access to the stage from the unloading area?.....
- 22. Are there steps/stairs to access the Hall?.....
- 23. Will help to unload/reload be provided? Yes/No
- 24. Is there a changing room? Yes/No
- 25. Is the Demonstration a continuous performance or with an interval break?
- 26. Nearest club within 12 mile radius.....
- 27. Nearest Cities/Towns within 12 mile radius.....

We look forward to meeting you for a fabulous evening of flowers.

Signature of Programme Secretary.....

Tel no.....Email.....

It is suggested that a copy of this information should be retained by the Programme Secretary