



Durham Arts Council, Inc.
 120 Morris Street
 Durham, NC 27701
 919-560-ARTS (2787)
 919-560-2725 (fax)
www.durhamarts.org

Return this form with your signed contract or
 no later than two weeks before first performance date

DAC Front Desk Information Sheet

You have received a contract for space usage at the Durham Arts Council. We will not publicize your event. We do not have a box office. However, we do try to have accurate information available when people visit the Durham Arts Council building, call our front desk, or visit our Web site.

Remember: You are responsible for your own publicity and ticket sales.

Presenting Organization (if applicable): _____

Contact Person: _____

Address: _____

Day phone #: _____ **Eve. Phone #:** _____

Technical Contact Person (if different): _____

Tech contact #: _____ **Ticket Office #:** _____

E-mail(s): _____

Event name: _____

Web site: _____

Is the event open to public? YES NO

Event Day(s) and Date(s)	Event start time:	Ticket Price: (if free, please say so)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Complete list of Client's agent(s) with contact name(s) and phone number(s) (for example caterers, florists).

Date and time of all deliveries, listing what is being delivered and by whom.

Date and time of all pick-ups, listing what is being picked-up and by whom.

Any storage needs (overnight or over weekend). There is a \$ fee per day for storage.

Do you know of anybody who will be attending this event who will need any special services, i.e. interpreter, assisted listening devise, wheelchair accessibility?

Please give a brief description of your program below (including intended audience, event duration, and all other essential event information) or attach a media release. Also submit event posters and fliers (if possible) for posting in the Durham Arts Council building.