



DURHAM ARTS COUNCIL, INC.

120 Morris Street
Durham, NC 27701
919-560-ARTS (2787)
919-560-2704 (fax)
www.durhamarts.org

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

DAC Front Desk Information Sheet

Please complete this information sheet and return it along with your signed letter of agreement.

You have received a grant of 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.

Contact Person: _____

Presenting Organization (if applicable): _____

Address: _____

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

Contact Phone (for potential audience members): _____

Email: _____

Event name: _____

Web site: _____

Event open to public?	YES	NO
Event Day(s) and Date(s)	Event start time:	Ticket Price: <small>(if free, please say so)</small>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please give a brief description of your program on reverse (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.