

**Fairbanks Community Band
Job Request**

Who is the client?

Organization _____

Address _____ Phone _____

City, State, Zip _____ Email _____

Commercial _____ Non-profit _____ Donation _____

What's the occasion? _____

Which band:

Concert band _____ Jazz band _____ Other (what?) _____

Event date: _____

Start time _____ End time _____ Arrival time _____

Event location: _____

Parking and loading instructions: _____

Who to contact about the event:

For the client:

For the band

Name _____ Name _____

Phone _____ Phone _____

Email _____ Email _____

Address _____ Address _____

Who took job order for the band? _____

Who accepted the job for band? _____

Financial arrangements

What is the fee for our services? _____

Does client need an invoice to pay: yes/no _____

email to: _____ fax to: _____

Can we ask for donations at the event? yes/no _____

Who provides (and how much): client, band, or bring your own?

chairs _____ water _____

stands _____ food or snacks _____

power _____ other _____

sound system _____

Notes: