

# VICTORIA ZETA FIVE

## INFORMATION FORM

PLEASE RETURN THIS FORM WITH YOUR SIGNED CONTRACT. THANK YOU.

Artist Name VICTORIA & ZETA FIVE

Performance Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Venue Name \_\_\_\_\_

Venue Street Address \_\_\_\_\_

Name of person filling out this form \_\_\_\_\_

Your Phone # \_\_\_\_\_ Your Fax # \_\_\_\_\_

Setup/Rehearsal Time \_\_\_\_\_

Artist will have access to venue at what time \_\_\_\_\_ sound check time \_\_\_\_\_

Stage Size \_\_\_\_\_

If you have theater specifications, please return a copy with this form.

### IMPORTANT PHONE NUMBERS

Person who booked the show \_\_\_\_\_

Person to notify upon arrival \_\_\_\_\_

Technical person (sound/lights) \_\_\_\_\_

Backstage contact \_\_\_\_\_

Box Office contact \_\_\_\_\_

Publicity person \_\_\_\_\_

In case of emergency contact number day of show \_\_\_\_\_

Where Artist may be reached at venue day of show \_\_\_\_\_

Address where record albums and artist merchandise can be shipped (a street address and phone number where someone is present between 9:00 a.m. and 5:00 p.m. weekdays)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Please give directions to the performance location from a major highway. Add a separate sheet if more room is needed.

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PLEASE PROVIDE A MAP OF THE LOCAL AREA  
(Mark venue, parking, lodging, restaurant, etc. on map)

Recommended hotel(s) near performance location (name/address/phone number):

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If you are providing lodging, please give name, address, and phone number of hotel:

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Private lodging:

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List any dinner arrangements or nearby restaurants, grocery stores or specialty markets.

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Location:

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Please recommend a local auto mechanic or dealer in case of emergency, or routine maintenance checkup:

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Please list three (3) local radio and TV stations and contacts, phone numbers, addresses:

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Please list local newspapers for interviews, calendar listings, press releases. Contacts, addresses, phone for individuals who deal with each type of service:

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Please recommend a local (insert your special request, i.e., masseuse, guitar teacher, golf pro, etc.):

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