

CLIENT DETAILS

Client Name			
Client Contact Number			
ABN			
Company			
Address			
	Suburb	State	Postcode

EVENT DETAILS

Event Purpose			
Event Title/Name			
Brief description of your event			
Event Day Contact			
Requested times and date/s (Please provide up to 3 options)			
Required space/rooms/venue			
Bump-in times and date/s			
Bump-out times and date/s			
Event times (inc. intermission & time if applicable)			
Anticipated attendance			
Seating Style (if applicable)			
Catering requirements ie. Food & Beverage packages available from Bellbird			
Box Office requirements			
Bar requirements			
Runsheets (please attach)			
Tables, Chairs & Linen Qty	Tables:	Chairs:	Linen:



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TECHNICAL REQUIREMENTS

Please tick applicable items:

✓	Item	Qty	Notes
	Wireless Microphones		
	Instrument Microphone		
	Drum Kit Microphone		
	Lapel Microphone		
	Self-powered fold back speaker		
	Data Projector		
	Cyclorama		
	Comms		
	Lighting		
	Sound / PA		
	Rostra/Portable stage installation (please include sizing)		
	Additional items or requests (CPAC will do its best to accommodate)		
	Client's own items e.g. backdrop (CPAC approval required)		

Please note:

- All video content needs to be provided in .mp4 format
- All audio content needs to be supplied on CD or in .mp3 or .wav format



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