

City of Rockville
Department of Recreation and Parks

For Office Use:

<input type="checkbox"/>	Accepted
<input type="checkbox"/>	Declined

THE FINEST! ENGAGEMENT REQUEST

Today's Date: _____

Thank you for requesting a performance by The Finest!
 Please provide *complete* information below.
 We will get back to you as soon as possible with an answer as to our availability.

Name of Event: _____

Location of Event: _____

<i>Street Address</i>	<i>City/State</i>	<i>Zip</i>
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Date and Time of Event: _____

<i>Date</i>	<i>Beginning Time</i>	<i>Ending Time</i>
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Requested By: _____

Organization

Mailing Address: _____

<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
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Contact Person #1 Name: _____

<i>Phone Day</i>	<i>Eve</i>	<i>Cell/Pager</i>
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Contact Person #2 Name: _____

<i>Phone Day</i>	<i>Eve</i>	<i>Cell/Pager</i>
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Theme or Purpose of Event: _____

Finest! Arrival Time (Suggested): _____

Time *Finest!* Performance is to Begin: _____

Preferred Length of Performance: _____

Is Sound Equipment Available? Yes No (Check below)

CD Player Tape Player PA System with Speakers Microphones/Stands

Comments about Sound Equipment:

Performing Area? (Circle One) Stage Floor Grass Pavement

Size: (Square footage) _____
(Example: 20' x 16')

Elevated Stage? Yes No (Check below)

Height from the Floor/Ground? 1 foot _____ 3 feet _____ Floor/Ground Level _____

Comments about Performing Area:

Is there a changing area available? Yes _____ No _____

How much space for changing area? Mirrors? Please Describe:

The best time for us to make a site visit?

Days of Week

Times

NOTES Comments / Special Request / Considerations:

(Please include any additional information that might be important to us).

Today's Date: _____

Signature of Representative: _____

For return of form, or if you have questions or concerns -

Contact:

Karen Rawlins - *The Finest!*
Community Recreation Programs Supervisor
City of Rockville, Department of Recreation and Parks
111 Maryland Avenue
Rockville, MD 20850
(Phone) 240-314-8633
(FAX) 240-314-8659
(Email) krawlins@rockvillemd.gov

Special Note

The Finest! Youth Troupe does not charge a fee for appearances.
We do appreciate generous donations to continue our efforts.
To make a donation, please make checks payable to

The City of Rockville - Finest!