



Performance Request Form

Please fax completed form to 718-221-0645 or e-mail to booking@bksteppers.org

General Information

Today's Date

Organization Name

Contact Name

Phone

Fax

Address

City

State

Zip

Email

Performance Information

Performance Date

Venue

Performance Time

Duration

Venue Address

Event Description

Please describe the performance, i.e. type of songs, number of songs, etc.

Group Requested

Full Marching Band
(50 members and up)

Small Ensemble
(25 - 50 members)

Blackfire Percussion
(5 - 15 drummers)

Instructions

Please complete as much of this Performance Request form as possible. This will assist us in evaluating your request and responding in a timely manner.

1. Performance Request must be submitted at least 30 days prior to the performance date.
2. The requestor **MUST** sign the form, below.
3. Please return the form to: The Brooklyn Steppers, 1700 Fulton Street, Brooklyn, NY 11213 or fax to 718-221-0645 or e-mail: booking@bksteppers.org
4. Only signed performance requests will be honored. Oral agreements to perform will not be honored without submission of this form and approval by the Executive Director.
5. If you have any questions, please call Antonio Thompson at 718-467-1700 ext.1701.

Process for Review and Approval

All performance requests will be reviewed by the Band Director and Executive Director and approved based upon the following criteria:

1. Alignment with Mission: The Performance must be in keeping with the mission/vision of The Brooklyn Steppers, Inc., and maintain the integrity and brand of its performing groups.
2. Schedule: Depending on rehearsal & performance schedules and member availability, The Brooklyn Steppers will try to accommodate dates and times. As our members are in school during the day, evenings and weekends are best. Without a 30 day lead time, The Brooklyn Steppers many not be able to guarantee performance dates and times.

Costs

1. Financial Support: A performance fee is required for all performances in an amount that will help The Brooklyn Steppers defray its costs to perform and contribute to its future efforts. Performance fees will differ based on length, style, event and venue.
2. Travel: The sponsoring agency/organization will be expected to pay for round-trip transportation as well as the fee for all events.
3. Payment is due at time of performance unless requestor has received express written permission beforehand.
4. All Checks should be made payable to The Brooklyn Steppers.

Right to Cancel

The Brooklyn Steppers, Inc. reserves the right to cancel our participation in an approved event up to one hour before the requested performance time under certain conditions, including, but not limited to:

1. The time and date of the performance are changed.
2. The performance venue is changed.
3. The requestor and organization/venue contacts are not available for consultation with Brooklyn Steppers personnel on the requested performance up to two weeks prior to the requested performance date.
4. There are any material variations from the information submitted with adequate prior notice. Whether a variation is material is subject solely to the discretion of the Executive Director.

This form is not a contract for services. It is for informational purposes only.

Signature

Print Name
