

# BODY EVENT PROPOSAL

**Please note: To be considered, this form must be completed in its entirety, submitted with all required materials, and will remain on file with BODY**

Date of Submission: \_\_\_\_\_ How did you hear about BODY? \_\_\_\_\_

Presenter/Group: \_\_\_\_\_ Size of Group/Ensemble: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Proposed Date and Time: \_\_\_\_\_ Proposed Length of Event: \_\_\_\_\_

Website(s): \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact's email: \_\_\_\_\_

Contact Phone & Cell Phone (Include Travel Numbers): \_\_\_\_\_

Mailing address: \_\_\_\_\_

>Are you interested in weblink sharing?  Yes  No

(BODY will include a link to your website, you link to BODY's site in exchange).

>Description of Event (Please choose one & describe):

- |                                       |   |                                      |                                  |
|---------------------------------------|---|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Workshop     | <input type="checkbox"/> Lecture/book signing     | <input type="checkbox"/> Performance | <input type="checkbox"/> Concert |
| <input type="checkbox"/> Dinner Music | <input type="checkbox"/> Dinner and Entertainment | <input type="checkbox"/> Celebration | <input type="checkbox"/> Other   |

Description: \_\_\_\_\_

>What are your credentials and how do they apply to the event you are offering? \_\_\_\_\_

>How many events of this type have you conducted? \_\_\_\_\_

>What is the cost/fee of your event? \_\_\_\_\_

List your three most recent events of this type (include: date, venue, terms for each, contact person and number, amount of people who attended the event):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

List your current tour dates/locations: (if local: we would like to listen/see you live): \_\_\_\_\_

>How many people are attracted to your events? \_\_\_\_\_

*Include proposal and all supporting materials in an envelope addressed to:  
BODY Events, 333 Cordova Rd. Santa Fe, NM 87505  
Questions? 505-986-0362 or events@bodyofsantafe.com*

>Do you have a local audience/following that BODY can promote to (include description and approximate crowd size)? \_\_\_\_\_

>Why do you see yourself presenting at BODY? \_\_\_\_\_

>Who is the event targeted to (age, interests, demographics)? \_\_\_\_\_

>What is the usual cost of your event to the attendee and in what form (tickets, door cover, etc)? \_\_\_\_\_

>How have you promoted your events? Please select all that apply.

Agent  TV  Radio  Paper  Magazine  Website  Poster  Flyer  Other

>How will you promote your event at BODY? Please select all that apply.

Agent  TV  Radio  Paper  Magazine  Website  Poster  Flyer  Other

>If you are touring, how many days before and after your event do you intend to be in Santa Fe?

This will help us with scheduling of media interviews. \_\_\_\_\_

>Event Needs [Please list: seating, headset, speakers, yoga props, projector and screen, sound requirements, green room, set-up timeline and sound check, dinner service restrictions, other]:

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**Completed proposal submission including all materials 3-6 months advance of event.  
Proposal forms without required materials will not be considered.**

**BODY Materials Requirements to Be Submitted with Proposal (Please Use as Checklist):**

- A syllabus of the proposed event (all workshops and lectures)
- Professionally written press release about your proposed event
- Media quotes and client testimonials
- List of published articles, books, other authored materials, CD's and DVD's (Current).
- Current Bio to include accomplishments, degrees, certifications, trainings, names of schools and/or institutions; public venues, conferences, and media where you have been featured or participated.
- Information on any copyrights we need to use in promoting your event.
- Current photos and appropriate images at 300dpi: including 1 headshot and 2 action images depicting yourself performing your art or presenting your type of event. Any relevant imagery or photos (300 dpi), book or CD covers, trademark imagery or logos. ALL IMAGES MUST BE HIGH-QUALITY, 300 dpi 5x7" minimum.

**ONCE YOUR EVENT PROPOSAL HAS BEEN ACCEPTED AND ALL TERMS AGREED UPON, YOU WILL RECEIVE AN EVENT AGREEMENT. YOUR EVENT IS NOT OFFICIALLY ACCEPTED UNTIL YOUR SIGNED COPY OF THIS AGREEMENT IS RECEIVED BY BODY.**

*\*\* Please consider your proposal and all related materials with care. Submissions of materials may not be changed, altered, corrected, or retracted once they have been submitted. In promoting your event, any or all of your submission may appear in public marketing and promotion including print, radio, and video. \*\**