** Community Event Request**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Event Name:** |  | | | | | |
| **Event Date:** |  | | | **Event Time:** |  | |
| **Event Address/**  **Location:** |  | | | **Event Website:** |  | |
| **CONTACT INFORMATION** | | | | | | |
| **Contact Name:** |  | | | **Contact Number:** |  | |
| **Contact Email:** |  | | | | | |
| **Name of contact**  **on-site for event** *(if different than above):* |  | | | **Contact On-site Phone Number:** | |  |
| **ABOUT** | | | | | | |
| **Please tell us about your event/cause/ fundraiser**: |  | | | | | |
| **ADDITONAL EVENT/TECHNICAL REQUIREMENTS** | | | | | | |
| **Will we be the exclusive Radio Station on-site for the event?** | |  | **How many people do you anticipate to attend your event?** | | |  |
| **Will there be a designated spot for us to park our vehicle, set-up on-site, etc** | |  | **Will you require us to emcee your event?** | | |  |
| **Will you require us to play music?** | |  | **Is there easy access to power/outlet on-site?** | | |  |
| **Where on-site will we be able to set-up?** *Please be as specific as possible*: | |  | | | | |
| **Is there anything else you would like us to know about the event?** | |  | | | | |

Please send completed forms via email to [estacey@newcap.ca](mailto:estacey@newcap.ca) or via fax “ATTN: PROMOTIONS” to 613.723.7016