** Community Event Request**

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| **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 or via fax “ATTN: PROMOTIONS” to 613.723.7016