



Performance Request Form

Contact Name: _____

Contact Cell Phone: _____ Work _____

Organization's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Name of the event: _____

Theme: _____

Date of the event: _____ Event time: _____

Address of the event: _____ City _____ State _____

Description of the event _____

Target Audience: _____ # of Potential Attendees: _____

Length of the event: _____ Your Budget Range: \$ _____

Will there be other dancers? Yes No

Is your event open to the public? Yes No

Is there admission? Yes No

If yes, what are the ticket prices? _____

Will there be a stage Yes No

If yes, what are the dimensions? Length _____ Width _____

Will there be dressing rooms? Yes No

Is there a private area for warm up? Yes No

Will there be sound equipment? Yes No

How did you hear about us? _____

Thank you for your interest in Legacy Dance Studio. To expedite your performance request, please complete and sign this request form and submit no later than 30 days prior to your requested date(s). Forms may be hand delivered or mailed to: Legacy Dace Studio, 990 Quail Creek Rd, Shreveport, La. 71105

Once your request has been received, a representative will contact you within 48 hours.

We look forward to performing for your event!

Application

1. 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.
2. The Performance Request Form must be submitted at least 30 days prior to the performance date.
3. The Requestor **MUST** sign the form, below.
4. Please return the form by mail or in person to: 990 Quail Creek Rd, Shreveport, La. 71105
5. 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.

Process for Review and Approval

All performance requests will be reviewed by the Director and/or Assistant Director and approved based upon the following criteria:

1. Alignment with Mission: The Performance must be in keeping with the mission/vision of Legacy Dance Studio, LLC, and maintain the integrity and brand of its performing groups.
2. Schedule: Depending on rehearsal & performance schedules and member availability, LDS will try to accommodate dates and times. As our instructors work during the day, evenings and weekends are best. Without a 30-day lead time, LDS may 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 LDS defray its costs to perform and contribute to its future efforts. Performance fees will differ based on length, style, event, and venue.
2. Payment is due at the time of performance unless requestor has received express written permission beforehand. Some performances may require a deposit.
3. All checks should be made payable to **Legacy Dance Studio, LLC**

Right to Cancel

Legacy Dance Studio 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 personnel on the requested performance up to two weeks prior to the requested performance date.
4. There is any material variations from the information submitted without 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: _____ **Date:** _____

Print Name: _____