

BOTSWANACRAFT EVENT ENQUIRY FORM

Application to Botswanacraft Marketing for use of the Courtyard/Mogopong.
Please complete and hand-deliver, fax 3922689 or email
events@botswanacraft.bw. We will call you back asap!
N.B. All musical events must be over before 24.00!

Name: _____

Company: _____

Email: _____

Contact Number: _____

Brief statement of activity: Please use extra paper as required!

Date & times required: _____

Programme of events: _____

Media Plan: NB Venue to be described as "The Courtyard@Botswanacraft"

Max number of people expected: _____ **Entrance price:** _____

Gate: Invites:_____, **Press cards:**_____, **Tickets sold at gate:**_____, **Presold:**_____,
(N.B. max number for a standing only event is 1000 and the min entry price is P100)

Service Providers & Contact details:

Event Manager: _____ cell: _____

Equipment hire (tables, chairs, tents, décor, etc): _____

_____ cell: _____

Seating plan: _____

Sound requirements: _____

Lighting requirements: _____

Catering requirements: _____

Sponsors: _____ cell: _____

_____ cell: _____

_____ cell: _____

_____ cell: _____

Performers: _____ cell: _____

_____ cell: _____

_____ cell: _____

_____ cell: _____

_____ cell: _____