

# PERSONALITY REQUEST FORM

<b>DATE OF REQUEST:</b>			
<b>DATE OF EVENT:</b>			
<b>TIME OF EVENT:</b>		<b>DATE/TIME FLEXIBLE (YES/NO):</b>	
<b>CONTACT NAME:</b>		<b>EMAIL ADDRESS:</b>	
<b>FAX NUMBER:</b>		<b>PHONE #</b>	

<b>PERSONALITY REQUESTED:</b>	
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## EVENT INFORMATION

<b>NAME OF ORGANIZATION:</b>	
<b>ORGANIZATION DESCRIPTION (Corporate/Charity/Government)</b>	
<b>NAME OF EVENT:</b>	
<b>TYPE OF EVENT: (fundraiser/gala)</b>	
<b>LOCATION:</b>	
<b># ATTENDEES:</b>	
<b>PERSONALITY ARRIVAL TIME:</b>	
<b>PERSONALITY DEPARTURE TIME:</b>	
<b>VIPS / GUEST SPEAKERS? Please list, if any</b>	
<b>Any other media involvement?</b>	

## EVENT DESCRIPTION

<b>DESCRIPTION OF EVENT:</b>	
<b>LIST PROGRAM DETAILS:</b>	
<b>CASUAL OR FORMAL?</b>	
<b>EXPECTATION OF EMCEE:</b>	

### PLEASE READ AND SIGN THE FOLLOWING:

This is not a contract. Personality appearance is dependent upon the availability of person requested. Filling out this form DOES NOT ensure appearance by a Global Edmonton Personality. Global Edmonton reserves the right to refuse, cancel, or substitute a personality appearance without cause. Appearance of a Global Edmonton Personality at your event does not ensure news coverage of that event.

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

 Approved: Yes  No 

Personality attending event: \_\_\_\_\_