



North Pacific Region #13

Date Clearance Request

Please answer as many questions as you can. This will help us determine any problems with overlapping events, as well as give us the information we need to put the event on the website. *You will be notified of your date clearance 3-5 days after this request is received.*

Today's Date: _____

Your name: _____

Your phone number or email address: _____

Your chorus: _____

Event contact person: _____

Her phone number: _____

Her email address: _____

Type of event (please check one): Show: _____ Inter-chapter event: _____ Party: _____

Other (please specify): _____

Date(s) of event: _____

Time(s): _____

Event "name" or theme: _____

Event facility name: _____

Address: _____

Seating Capacity: _____

Will tickets be sold? _____ If yes, price(s): _____

Are you co-sponsoring this event with other chapters or organizations? _____

If yes, please list them here: _____

Please list any guest quartets or choruses whom you expect to perform: _____

Comments: _____

Return Instructions:

Please save this form to your computer and send in as an email attachment to Michelle Clark at calendar@sairegion13.org.

If you have a flyer, photo, or graphic, please feel free to attach them as well.