



www.aactmad.org

AACTMAD "Let's Dance!" Event Info Sheet

Ann Arbor Council for Traditional Music and Dance (AACTMAD) is a 501(c)(3) nonprofit organization, an all-volunteer group that organizes and sponsors over 200 music, song, and dance events a year in the Ann Arbor area. AACTMAD's "Let's Dance!" helps school and church groups build community by providing healthy music and dance activities that are fun for families and youth.

In order to help you put together a great event, we'd like to first ask you a few questions. We hope these are helpful to your planning process, as well.

Today's date:

Name of the organization that will sponsor the event:

Your name:

Your role in the organization:

Your home phone number:

Best time to reach you:

Cell phone:

Work phone:

Email:

Event facts

What will you call the event?

Date of the event:

Tell us about the event and your specific goals for it:

Budget for this event:

Location

Facility:

Facility address:

Facility contact person:

Facility contact phone number:

Room to be used:

Room size and floor covering:

Stage size:

Sound system available:

Distance to power outlets:

Attendance

Planned admission charge:

Number of people expected to attend:

Expected age ranges:

Publicity

How will you publicize this event?

Do you have: Email lists you can use: ____ Bulletin boards: ____ Flyer distribution: ____

How far ahead do people in your group need to know about this event?

Are there blackout dates (school breaks/vacations) to keep in mind?

Will you invite the public to this event?

Would you like help in planning publicity for this event?

Please complete and mail to:

Let's Dance
1000 Pomona Drive
Ann Arbor, MI 48103

Questions: 734-741-9450
letsdance@aactmad.org

www.aactmad.org/letsdance