



Sam Houston State University

Division of Student Services

Johnson Coliseum

Sam Houston State University – Recreational Sports

P.O. Box 2387

Huntsville, TX 77341



Event Information Form

Phone: (936) 294-1985 Fax: (936) 294-1913

E-mail: rca_elc@shsu.edu or shsujohnsoncoliseum@shsu.edu

Event: _____
Date of Event: _____
Contact Person: _____
Phone: _____ E-mail: _____

Please answer the following questions:

- Number of pre-registered participants as of _____ / _____ / _____ _____
- How many pre-sale tickets were sold as of _____ / _____ / _____ _____
- What time does your staff arrive? _____ am/pm
- What time will talent/team participants arrive? _____ am/pm
- What time does your load-in crew arrive? _____ am/pm
- What time will day-of-event ticket sales begin? _____ am/pm
- What time will doors open to the public? _____ am/pm
- What time does the event begin? _____ am/pm
- What time will ticket sales end? _____ am/pm
- What time does the event end? _____ am/pm

Checklist:

- Certificate of Insurance: _____
- Event/Floor Diagram: (for set-up purposes) _____
- Production Schedule or Schedule of Events: _____
- Noise/Decibel Level Agreement: _____
- Signed Lease Agreement: _____
- Alcohol Request Form: _____
- Hold Harmless Agreement: _____
- Advertising Plan approved by Coliseum Representatives _____
- Payment/Balance Due: _____