



Event Agreement

Date/Time of Event: _____

Name of Event: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

CAST Event Liaison: _____

Description of Event: _____

How will ticket sales be split?

___ 50/50 between event contact and CAST

___ Benefit event where CAST accepts all ticket sales

___ Others. Please Describe. _____

If splitting ticket sales, or other agreement is reached, where should the check for ticket sales split be mailed? _____

This form should be submitted to the CAST Board of Directors for approval at least 30 calendar days before the event. As far as advertising, CAST will create a Facebook event on the CAST Facebook page, display on the CAST website, and promote via social media. CAST will also send a press release to normal recipients. The event organizer should also promote the event. CAST will handle all ticket sales, and cut a check for a percentage of ticket sales as described above to the party listed above within 30 days. The CAST Liaison listed above will coordinate all aspects of the event, including, but not limited to, publicity, ensuring proper equipment is available (provided by CAST and/or the event contact), scheduling set up/tear down dates and times, answering event contact questions, etc.

CAST Liaison Signature

Event Contact Signature