



UTAH POET LAUREATE APPEARANCE REQUEST FORM

Please provide all of the information requested below. A completed Poet Laureate Appearance Request must be on file in order for the request to be considered. The requests are honored based on the nature of the request and the availability of the Poet Laureate. A \$150 honorarium is required, with the Utah Division of Arts & Museums paying a matching \$150.

EMAIL FORM TO glebeda@utah.gov

OR FAX FORM TO 801-236-7556

OR MAIL FORM TO Utah Division of Arts & Museums
 Guy Lebeda
 617 East South Temple
 Salt Lake City, UT 84102

Questions: Call 801-236-7553

Confirmations and denials will be sent in written form within 4 weeks of the initial request.

ORGANIZATION INFORMATION

Name of Organization		Contact Person	
Address		City	ZIP
Day Telephone	Evening/cell	Email	Congressional District
BRIEF DESCRIPTION OF ORGANIZATION <i>CAN ATTACH BROCHURES. ETC.</i>			

UPAT 2006-2007 REQUESTS

1	PREFERRED DATE	PREFERRED TIME	UAC SUPPORT	\$150	PRESENTER COST	\$150
2	ALTERNATIVE DATE	ALTERNATIVE TIME	UAC SUPPORT	\$150	PRESENTER COST	\$150
3	ALTERNATIVE DATE	ALTERNATIVE TIME	UAC SUPPORT	\$150	PRESENTER COST	\$150
4	ALTERNATIVE DATE	ALTERNATIVE TIME	UAC SUPPORT	\$150	PRESENTER COST	\$150

PRESS

PLEASE DESCRIBE THE PRESS ACTIVITIES YOU WILL PROVIDE FOR THIS EVENT.

FOR OFFICE USE ONLY

FACILITY INFORMATION

PROVIDE A BRIEF DESCRIPTION OF THE SPACE TO BE USED	
NAME OF FACILITY	CONTACT PERSON FOR FACILITY
TELEPHONE AT PERFORMANCE SITE	AUDIENCE CAPACITY
TYPE OF FACILITY <input type="checkbox"/> PROCENIUM W/O FLY SPACE <input type="checkbox"/> PROSCENIUM WITH FLY SPACE <input type="checkbox"/> MULTI-PURPOSE AUDITORIUM W/O STAGE <input type="checkbox"/> MULTI-PURPOSE AUDITORIUM WITH STAGE	
<input type="checkbox"/> OTHER Please describe	
DATE RECEIVED	
CONFIRMATION/DENIAL SENT	
NOTES	