The United States Army Field Band

The Musical Ambassadors of the Army

Washington, DC

SPONSOR CHECKLIST

CONCERT INFORMATION

Component (check): Concert Band Soldiers' Chorus Jazz Ambassadors Volunteers

City _____ **State** _____ **Date** _____ **Time** _____

Concert Site _____ **Capacity** _____

Number of Tickets Printed _____ **Number of Tickets Distributed** _____

SPONSOR INFORMATION

Please complete or attach business card

Name_____
Title_____
Organization _____
Mailing Address _____
City / State / ZIP _____
Phone _____
Fax _____
E-mail_____
Website_____

Name_____
Title_____
Organization _____
Mailing Address _____
City / State / ZIP _____
Phone _____
Fax _____
E-mail_____
Website_____

WELCOMER OR HOST FOR CONCERT

Name	Title	Organization

DISTINGUISHED GUESTS AND VIPs ATTENDING CONCERT

Name	Title	Organization

(see other side)

PROCLAMATIONS AND PRESENTATIONS

Type	Presenter	Organization

MEDIA SUPPORT

Organization	Type (Newspaper, Radio, TV))	Point of Contact

Estimated market value of media support $_____

PROMOTION RECORD

Please attach copies of printed materials

Date	Media Organization	Content

COMMENTS AND SUGGESTIONS

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GUEST MUSICIANS

Name	Instrument	School	Music Educator