

**Screen Hosting Form
Bill Evans Time Remembered**

In order to participate, we need the following information from you:

Please complete the fields below

Date of Event >	
Time of Event >	
Name of Venue >	
Website for Venue (if any) >	
Physical Address of Venue >	
City >	
State >	
Country >	
Name of Institution / School Hosting the Event >	
Website for Host (if any) >	
Briefly explain how you plan to promote the event so that the public is aware of your screening	
When you submit this form, a DVD copy of the film will be sent to this person (assuming a DVD copy has not already been sent)	
Primary Point of Contact - Name >	
Primary Point of Contact - Address >	
Primary Point of Contact - Address >	
Primary Point of Contact - City >	
Primary Point of Contact - State >	
Primary Point of Contact - Zip >	
Primary Point of Contact - Email >	
Primary Point of Contact - Phone >	

Please email this form to: Matt Evans, mevanscpa@gmail.com to confirm your participation in the screening of the documentary film Bill Evans Time Remembered



Example

November 9, 2016
8:00 PM
Howard Theatre
http://thehowardtheatre.com/
620 T Street NW
Washington D. C.
DC
USA
Washington Conservatory of Music
http://www.washingtonconservatory.org/
We will post an ad in the Arts Paper two weeks prior to the event, send a notice to all past students and place posters in public places.
Carl J. Rogers
1440 Tucker Lane
Apt 6A
Bethesda
MD
20816
carlj88@gmail.com
703-789-0667