

## General Questionnaire & Guidelines For Requesting Entertainment

Welcome to the world of professional international entertainment!

The first step is up to you! To prepare a proper entertainment concept and estimate for your small or large event - including all needed stage, sound & light equipment - we will need at least the following basic information. All further details we will discuss in a personal meeting at the venue (for larger events) after you have contracted our services. For smaller events often a telephone or Skype conversation is sufficient.

### 1. Date - Venue - Idea

- Calendar date of the event
- Venue with address or website, and contact person
- Number of guests anticipated. It would also be helpful to have information about gender in % and the age range of the guests
- Do you have an idea/concept/theme for your event in mind? Please let us know with a short description, movie name, musical name, youtube link, photos, preferred music style, name your favorite famous artists, etc.!

### 2. Event Details - please answer separately for all event sections for which you would like entertainment

Before you answer the following questions, please have a close look at our webpage to get an idea about our entertainment options and suggestions for the different parts of an event: [www.mallorca-inear.com](http://www.mallorca-inear.com)

If you can't find anything on our web that suites your personal taste, please send me a youtube or artist link of the kind of entertainment your are searching for. I will check if it's possible to find a similar act on Mallorca, or to get a similar act or even the exact act through my (extensive) international contacts on the Balearics and abroad.

#### 2.1 Wedding Ceremony

- o exact time (from - to)
- o exact location at the venue - indoor, outdoor, terrace, pool area, etc.
- o Please let us know about your favorite entertainment from our web or youtube. Please attach the corresponding web-link!

#### 2.2 Cocktail or Champagne Reception

- o see ceremony

#### 2.3 Gala Dinner

- o see ceremony

#### 2.4 Show

- o see ceremony

#### 2.5 Party / Dancing

- o see ceremony

#### 2.6 Special Technical Requirements - for each part of the event

- o wireless microphone for speeches, etc.
- o instrument/equipment for artists from abroad - please provide us with the contact details of your artists
- o beamer/projector & screen for presentations, videos and more
- o special light effects, ambient lighting
- o stage, truss constructions
- o or anything else . . .

### 3. Your Personal Details

- complete name, or company name with contact person
- home address, and your Mallorca address during the event
- passport number/EU VAT ID n°/company ID - because all official estimates/contracts/invoices in Spain must to include this!
- telephone/mobile number
- email
- Skype name - if you are a „Skyper“, or Facetime info if you are an Apple user

Please contact me if you have any questions of how best to answer this questionnaire.

Muchas gracias!



[www.mallorca-inear.com](http://www.mallorca-inear.com)

show production - studio - publishing - label - distribution

Ronald Brand Via Cornisa 57-2 E-07180 St Ponsa/Balearics Spain tel +34 971 699602 mob +34 609 633912  
[ronnyb@mallorca-inear.com](mailto:ronnyb@mallorca-inear.com) skype: tarod-music VAT ID: ESX2349453A