



# Light Up The Stacks Request Form

## ABOUT THE EVENT

Name of Event \_\_\_\_\_

Description of Event and Special Requirements: \_\_\_\_\_

Dates Requested: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

***Request must be submitted a minimum of 90 days prior to start of event.***

What are the requested colors of lights? \_\_\_\_\_

Have you previously submitted a lighting request for this event? \_\_\_\_\_

Are other events associated with this requested? \_\_\_\_\_

If yes, what are the events? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If lighting is approved, how will you promote the lighting?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Advertisements        | <input type="checkbox"/> Social Media   | <input type="checkbox"/> Invitation    |
| <input type="checkbox"/> Email Blast           | <input type="checkbox"/> Promo Giveaway | <input type="checkbox"/> Newsletter    |
| <input type="checkbox"/> Print Media/Newspaper | <input type="checkbox"/> Website        | <input type="checkbox"/> Press Release |
| <input type="checkbox"/> Other                 |   |  |

**Lighting Fee \$250** *(waived with lighting ceremony at the Steam Plant)*

Will you be hosting a Lighting Ceremony at the Steam Plant? Yes  No

If yes, what dates are you interested in? \_\_\_\_\_

## CONTACT INFORMATION

Name of Organization \_\_\_\_\_

Description of Organization \_\_\_\_\_

Organization Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ 501(c) (3) Number \_\_\_\_\_

I have read and agree to the Terms of Agreement

Initial Date Rec'd \_\_\_\_\_