



River Arts Center Usage Report

Event Date _____

Today's Date _____

Event _____
 Organization _____
 Contact Person _____ Phone _____
 Email _____

Event Date _____ Curtain Time: _____ End Time: _____
 Box Office Staff: _____ House Manager: _____

 Tech Staff: _____

Ushers: _____

Attendance	Price		Number sold	=	Totals		Free Attendance
Reserved	_____	x	_____	=	_____		Comp _____
General	_____	x	_____	=	_____		Staff _____
Seniors	_____	x	_____	=	_____		Performers _____
Child	_____	x	_____	=	_____		
Other	_____	x	_____	=	_____		
			Totals		_____		

Sales Items for sale: _____ Total Sales: _____

I certify that the above information is accurate to the best of my knowledge

Name: _____ Date: _____

Please return the completed form to the RAC office within one week of the event.

Question, please contact Brad Toberman: 608-643-5636 or director@RiverArtsCenter.org

Initialed when approved & invoice is sent _____ Date

Event Staff

The staff was professional, knowledgeable, and courteous.

Excellent Good satisfactory poor unacceptable

Clean

The building was clean, orderly, and safe. The front/parking was shoveled and safe

Excellent Good satisfactory poor unacceptable

Equipment

The equipment was available, setup, and in working order

Excellent Good satisfactory poor unacceptable

User Manual

The user manual was easy to understand and assisted in making the event a success

Excellent Good satisfactory poor unacceptable

Rates

The rates were fair and easy to understand. The estimate was helpful.

Excellent Good satisfactory poor unacceptable

Office

The office staff was professional, knowledgeable, and courteous. Needs were addressed in a timely manner. They

Excellent Good satisfactory poor unacceptable

Safety

The building and event were safe for everyone.

Excellent Good satisfactory poor unacceptable

Overall

Excellent Good satisfactory poor unacceptable

How can we improve?

Other
