



**ARTISTS-IN-SCHOOLS**  
 Greater Columbus Arts Council  
 100 East Broad Street, Suite 2250  
 Columbus, Ohio 43215  
 P: (614) 221-8625  
 F: (614) 224-7461

# REQUEST FORM

PLEASE COMPLETE THE ENTIRE FORM

ARTIST'S NAME

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DATES: 1<sup>st</sup> Choice

2<sup>nd</sup> Choice

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ACTIVITY NAME:

ROOM:

GRADE(S):

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TIME:

No. STUDENTS:

ARTIST'S FEE:

\$

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SPECIAL REQUESTS:

ARC FEE:

+

\$ 7.00

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TOTAL COST:

\$

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SCHOOL/SITE NAME:

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**CONTACT PERSON:** The person making this request agrees to  
 Make payment to GCAC only. Please do not forward payment to the artist.

ADDRESS:

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NAME:

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TITLE:

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E-MAIL:

FAX:

TELEPHONE:

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BILLING ADDRESS:

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TODAY'S DATE:

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**CANCELLATION POLICY:** Any site wishing to cancel a scheduled engagement must do so at least three weeks prior to the date of the activity, or be subject to a fee as determined by the ARTISTS-IN-SCHOOLS office. If you would like a copy of this program's policy and guidelines, please call (614) 221-2625