



**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**

---

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

**2<sup>nd</sup> Choice**

---

**ACTIVITY NAME:**

**ROOM:**

**GRADE(S):**

---

**TIME:**

**No. STUDENTS:**

**ARTIST'S FEE:**

**\$**

---

**SPECIAL REQUESTS:**

**ARC FEE:**

**+**

**\$ 12.00**

---

**TOTAL COST:**

**\$**

---

**SCHOOL/SITE NAME:**

---

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

**ADDRESS:**

---

**NAME:**

---

**TITLE:**

---

**E-MAIL:**

**FAX:**

**TELEPHONE:**

---

**BILLING ADDRESS:**

---

**TODAY'S DATE:**

---

**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 30% cancellation fee. If you would like a copy of this program's policy and guidelines, please call (614) 221-8625.