



Takin' It Step by Step, LLC
P.O. Box 263
Lithia Springs, GA 30122
Office: Toll-free 1 (866) 457-7837 Ext. 4
Fax: Toll-free 1 (888) 861-6340
info@takinitstepbystep.com
www.letstep.com

Dance Workshop/Seminar Information Form

To offer a workshop and/or educational seminar for your organization or group, we will require some information that will better assist us in determining your needs. Please fill in the fields below. If you would like to add additional information that pertains to your business, please feel free to do so in the comment box at the bottom of the form. Quotes are based on the information provided.

CONTACT INFORMATION

Name/Title			
Email Address			
Website	http://		
Phone (h)	Phone (w)	Phone (c)	
Company Name			
Address			
City			
State			
Zip Code			

WORKSHOP SPECIFICS

How did you hear about us?	<input type="checkbox"/> Word of Mouth/Referral <input type="checkbox"/> Internet <input type="checkbox"/> Advertisement <input type="checkbox"/> Flyer <input type="checkbox"/> Other _____		
What type of event/function would your workshop be for?	<input type="checkbox"/> Corporate workshop <input type="checkbox"/> College/University <input type="checkbox"/> Birthday party <input type="checkbox"/> Bridal party <input type="checkbox"/> Family reunion <input type="checkbox"/> Other _____		
What is the exact date(s) of your event? _____			
When would you like to get started? _____			
What is the purpose of your workshop? Check all that apply:	<input type="checkbox"/> Strictly for fun! <input type="checkbox"/> Team-building program <input type="checkbox"/> To promote the health & fitness benefits of dancing <input type="checkbox"/> Other _____		
What type of workshop are you interested in?	<input type="checkbox"/> Chicago-style Steppin' or <input type="checkbox"/> Specialty Class (check ONE option below) <input type="checkbox"/> Urban Line Dancing __DC Bop __Detroit Ballroom __Gospelcise™ NOTE: Urban Line Dancing can be combined with any other classes listed above.		



Takin' It Step by Step, LLC
 P.O. Box 263
 Lithia Springs, GA 30122
 Office: Toll-free 1 (866) 457-7837 Ext. 4
 Fax: Toll-free 1 (888) 861-6340
info@takinitstepbystep.com
www.letstep.com

Approximately how many people will participate? Check all that apply:	<input type="checkbox"/> 10 – 15 <input type="checkbox"/> 16 – 20	<input type="checkbox"/> 21 – 25 <input type="checkbox"/> 26 – 30	<input type="checkbox"/> 31 - 35 <input type="checkbox"/> 36 – 40 <input type="checkbox"/> 40+ (approximately how many participants?) _____
Approximate age range of participants? Check all that apply.	<input type="checkbox"/> under 18 <input type="checkbox"/> 19 – 25 <input type="checkbox"/> 26 – 30	<input type="checkbox"/> 31 – 35 <input type="checkbox"/> 36 – 40 <input type="checkbox"/> 41 – 50	<input type="checkbox"/> 51 – 60 <input type="checkbox"/> 60+
Preferred length of time for the workshop?	<input type="checkbox"/> 30 minutes <input type="checkbox"/> 60 minutes	<input type="checkbox"/> 90 minutes <input type="checkbox"/> 2 hours	<input type="checkbox"/> Other _____

One-time session or multiple sessions?

One-time session Multiple sessions or workshop series

If interested in multiple sessions or a workshop series:

How many day(s) per week? _____
 What are your preferred day(s)/evening(s)? _____
 For how many weeks? _____
 Other pertinent info? _____

WORKSHOP SITE LOCATION

Do you have a workshop location? No Yes

If yes, please provide site name, full address, including city & state:

If the workshop will be held at your site:

Flooring: Does your site have a dance floor? Yes No
 If not, please describe the type of flooring: _____

Sound Equipment: Does your site have a CD player, sound system or other means to play CDs? Yes No

ADDITIONAL INFORMATION

How would you like to be contacted?

Phone Email
 If by phone, what is the best time to reach you:

Additional Info:

Please include any extra requests, information, etc.



Takin' It Step by Step, LLC
P.O. Box 263
Lithia Springs, GA 30122
Office: Toll-free 1 (866) 457-7837 Ext. 4
Fax: Toll-free 1 (888) 861-6340
info@takinitstepbystep.com
www.letstep.com

Signature

Please sign here or type your name to confirm that you would like to work with Takin' It Step by Step for this project.

X _____ Date _____

Thank you for your interest in working with us! We will contact you with an exact quote within 48 hours upon receipt of this form. A 50% deposit in the form of charge, check or money order is required with signed contract to reserve your date(s). The final balance will be due 2 weeks prior to event date.

A final contract will be provided with specific agreed upon terms.

Please e-mail completed form to info@takinitstepbystep.com