



SUN BOWL STADIUM

PROCEDURES

All prospective Sun Bowl Stadium clients are required to submit a written request to include the following information:

I. Event Information

- A. Event Name
 - *Athletic events: Names of participating teams*
 - *Non-athletic events: Name(s) of talent*
- B. Date of the event
- C. Type of event
- D. Demographics of patrons
- E. Time & length of event

II. Box Office & Ticketing Information

- A. Expected attendance
- B. Seating configuration
 - *General Admission*
 - *Reserved*
- C. Ticket price levels

III. Promoter History

- A. Past events promoted
- B. Three facility references where you promoted events including:
 - *Venue name*
 - *Venue Address*
 - *Venue Contact & phone number*
 - *Type of event*
 - *Attendance*

IV. Production Information

- A. Production requirements
 - *Field requirements*
 - *Stage plot*
- B. Schedules
 - *Load-in schedule / pre-event needs*
 - *Event schedule*
 - *Load-out schedule*

Written requests must be submitted to Carol Roberts-Spence via:

Mail: Carol Roberts-Spence
Office of Special Events
302 Union Building - East
El Paso, TX 79968-0621

Fax: (915)-747-7469
Email: croberts@utep.edu