

Phelps Mansion Museum  
191 Court Street  
Binghamton, NY 13901  
[info@phelpsmansion.org](mailto:info@phelpsmansion.org)  
607-722-4873



## Program Request Form

Name of Program Host: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Name of the program (or a very brief description if currently untitled):  
\_\_\_\_\_

What kind of program would this be?

- |  |                                   |
|--|-----------------------------------|
| <input type="radio"/> Theatrical Performance | <input type="radio"/> Gallery     |
| <input type="radio"/> Concert                | <input type="radio"/> Interactive |
| <input type="radio"/> Presentation           | <input type="radio"/> Other       |

Describe your program in more detail alongside how many people you expect in attendance (Ballroom is limited to 120).

Do you need any of our available equipment? (Leave blank if none needed)

- |   |   |
|---|---|
| <input type="radio"/> Chairs (up to 120)      | <input type="radio"/> Stage               |
| <input type="radio"/> Round Tables (up to 20) | <input type="radio"/> Projector w/ Screen |
| <input type="radio"/> Podium                  | <input type="radio"/> P.A. System         |

Provide a list of dates you possibly wish to hold the program for.

Please either mail this form to the address provided at the top of the page or send a copy to the email also given.

If you have any questions regarding this form, please contact us at [info@phelpsmansion.org](mailto:info@phelpsmansion.org) or call (607)722-4873