

FINE & PERFORMING ARTS FACILITIES REQUEST FORM

This form should be submitted 8 weeks before the date of the event.

EVENT INFORMATION	
Event Title:	Estimated Size of Audience:
Event Type:	Admission Cost(s):
Event Date:	Number of Total Participants:
Event Start Time:	Onstage [] Backstage []
Event Duration:	Does the stage setup change during the event?: Yes [] No []
Event Supervisor:	Other pertinent information about the event:
Phone Number:	
Email:	
Supervisor Signature:	Date Submitted:

ROOM SELECTION: Please circle the requested room(s).

CPA Main Theatre	CPA Lobby/Gallery	CPA Music Hall	M-Bldg Studio Theatre
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TECHNICAL REQUIREMENTS: Please circle all equipment items that may apply for your event.

Audio/PA System:	YES NO	Video System:	YES NO
Microphones:	Cable Connected Handheld Wireless Handheld Wireless Lavalier		
Number of Microphones []	Number of Microphone Stands []	Boom Stands or Table-top Stands	
Audio Playback:	CD Cassette Mini-Disc DAT DVD VHS Mac Computer PC Computer		
Video Playback:	DVD VHS Mac Computer PC Computer	Will you provide computer?	
Lighting Requirements:	Standard Overhead Lighting Theatrical Lighting		
Other Requirements:	Orchestra Shell Piano (\$110 tuning fee) Conductor's Podium Orchestra Pit		
Number of Music Stands []	Number of Music Chairs []	Number of Music Stools []	
Marley Floor Lecture Podium Projection Screen	Number of Tables []	Orchestra Pit Seating	
Additional Requirements:			

Reservation Request: Approved []	Declined []	Date:
Reason for Declined Request:		
CPA Facilities Coordinator Signature		
CPA Technical Coordinator Signature		
IA Director or VP Signature*		
<i>*required when form is submitted less than three weeks before an event.</i>		

Please continue on the reverse side of this page >>>

BOX OFFICE	CONCESSIONS
Will you need us to sell tickets? _____ If yes, a fee will be assessed per ticket.	Will there be an intermission? _____ If yes, how long? _____
Will you provide your own tickets? _____ If yes, tickets are due to the box office four weeks before your event.	Would you like concessions to be sold? _____ If yes, the Center retains the right to all concessions sales.
Will you need any tables or chairs in the lobby? _____ If yes, how many chairs? _____ If yes, how many tables? _____ What size table? _____	Will there be a reception? _____ If yes, before or after the event? _____ Beginning time of reception: _____ End time of reception: _____ (A fee may be assessed)
Can you provide your ushers? _____ If yes, how many? _____ (Four are a suggested minimum.)	Are you planning food service at the reception? If yes, please contact Aramark at PVCC. If it is an outside caterer is selected, the Center must approve the vendor.
Will you be selling an items in the lobby? ____ If yes, what type of items? _____ _____ (A fee may be assessed.)	Will the participants need water backstage or in the dressing rooms? _____ If yes, how many bottles? _____ A bottle water charge will be assessed to your organization, department, etc.
Does any of your audience or participants require special accommodation? _____ If yes, how many? _____ What type of special accommodation is required? _____ _____	Any special considerations or information about your events or needs: _____ _____ _____ _____

Please create a stage diagram in the box below to indicate the event set-up.

C=Chair, T=Table, X=Music Stand, M=Microphone Stand, P=Podium, S=Screen, PC=Computer/On Stage Media Equipment

Audience Seating

Audience Seating

Audience Seating