

FINE & PERFORMING ARTS FACILITIES REQUEST FORM

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

EVENT INFORMATION

Event Date(s):	Total Hours in the building <u>each day</u> from load in through strike:	
Event Start Time:	1) Start Time	End Time
Event Type: (Dance, Music, Theatre, Film, , Graduation, Presentation, Other)	2) Start Time	End Time
	3) Start Time	End Time
Event Title:	4) Start Time	End Time
	5) Start Time	End Time
Event Duration:	6) Start Time	End Time
	7) Start Time	End Time
Event Contact Name:	Estimated Size of Audience:	
Contact Phone Number:	Admission Cost(s):	
Contact Email:	Does the stage setup change during the Event? Y or N	
Supervisor Signature:	Total # of Participants: _____	
Date Submitted:	#Onstage_____ #Backstage_____	

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

CPA Main Theatre	CPA Lobby/Gallery	CPA Music Hall	M East-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										
Audio Playback: CD Cassette Mini-Disc DAT DVD VHS Mac Computer PC Computer	Video Playback: DVD VHS Mac Computer PC Computer Other Will you provide computer? Y or N										
Microphones: Cable Connected Handheld Wireless Handheld Wireless Lavalier Total # of Microphones: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">Other Requirements</th> </tr> <tr> <td>Conductor's Podium</td> <td>Orchestra Shell</td> </tr> <tr> <td>Lecture Podium</td> <td>Piano (\$110 tuning fee)</td> </tr> <tr> <td>Projection Screen</td> <td>Orchestra Pit</td> </tr> <tr> <td>Number of Tables []</td> <td>Marley Floor</td> </tr> </table>	Other Requirements		Conductor's Podium	Orchestra Shell	Lecture Podium	Piano (\$110 tuning fee)	Projection Screen	Orchestra Pit	Number of Tables []	Marley Floor
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# of Microphone Stands [] Boom Stands Table top Stands	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">Lighting Requirements</th> </tr> <tr> <td>Standard Overhead</td> <td>Theatrical Lighting</td> </tr> </table>	Lighting Requirements		Standard Overhead	Theatrical Lighting						
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# of Music Stands []	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">Theatrical Set up: Schedule meeting with Technical Director!</th> </tr> </table>	Theatrical Set up: Schedule meeting with Technical Director!									
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# of Music Chairs [] Number of Music Stools []											

Additional Requirements/Special Considerations:

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

BOX OFFICE	CONCESSIONS
Will you need us to sell tickets? Y or N If yes, there is a fee per ticket through our Vendini ticketing system.	Will there be an intermission (s)? Y or N If yes, how long? _____
Will you provide your own tickets? Y or N _____ If yes, tickets are due to the box office two hours prior to your first event. Unless YOU are selling them in the lobby.	Would you like concessions sold? Y or N If yes, the Center retains the right to all concessions sales and there are <u>no extra fees</u> for this service.
Will you need any tables or chairs in the lobby? Y or N If yes, how many chairs? _____ If yes, how many tables? _____ What size tables? _____ (We have 6ft. tables, bring your own otherwise)	Will there be a reception? Y or N 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? Y or N If yes, how many? _____ (Four is a suggested minimum)	Are you planning food service at the reception? Y or N If yes, please contact Chartwell's at PVCC: 602.787.7141 If using an outside caterer, the Center must approve the vendor.
Will you be selling any items in the lobby? Y or N If yes, what type of items? _____ _____ _____	Will the participants need water backstage or in the dressing rooms? Y or N If yes, how many bottles? _____ *Bottle water charge will be assessed to your organization, department, etc.
Does any of your audience or participants require special accommodation? Y or N If yes, how many? _____ What type of special accommodation is required. _____ (We have 8 handicapped accessible/removable seats)	Reservation Request: Approved [] Declined [] Date: _____ Reason for Declined Request: _____ _____ Signature: _____

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