

EVENT _____ DATE(S) OF ACTIVITY _____

**PACE ACADEMY
FINE ARTS CENTER
EVENT PLANNER**

INSTRUCTIONS:

1. Check with Technical Director in charge of FAC Calender to be sure date is clear.
2. Check Pace Calender to make sure there are no conflicts.
3. Fill out both sides of Event Planner and obtain approval for event.
4. Send original to the Technical Director of the FAC A copy will be signed and returned to originator.

IMPORTANT:

The Fine Arts Center needs adequate time for planning.
Please submit your request at least 7 calender days before event.

Date Submitted _____

Name of Faculty / Staff Member / in Charge _____

Telephone: Campus _____ Home _____

Set Up To Begin: _____ am / pm

Program To Begin: _____ am / pm Program To End: _____ am / pm

Clean Up Complete: _____ am / pm

Attendance Anticipated _____
Student Body Faculty

Program open to (circle):
Public Parents

Areas needed (circle):

Auditorium Stage Apron Main Stage Lobby
Ticket Booth Concessions Chorus Room Dressing Rooms
Scene Shop Other _____

EVENT SCHEDULED: _____
Technical Director of Fine Arts Center Date

Equipment / Set Up Requests

Audio: Microphones _____ Tape CD Other _____

Stage : Podium Practice Piano Steinway Piano Risers _____

Lighting: Normal Special (please describe) _____

Main Drape: Open Closed

Other Draperies: Mid Stage Curtain (black) Up Stage Curtain (black) Up Stage Cyc (white)

Visual Equipment: Overhead Slides Television Computer
VCR DVD Projector Screen (front / rear)

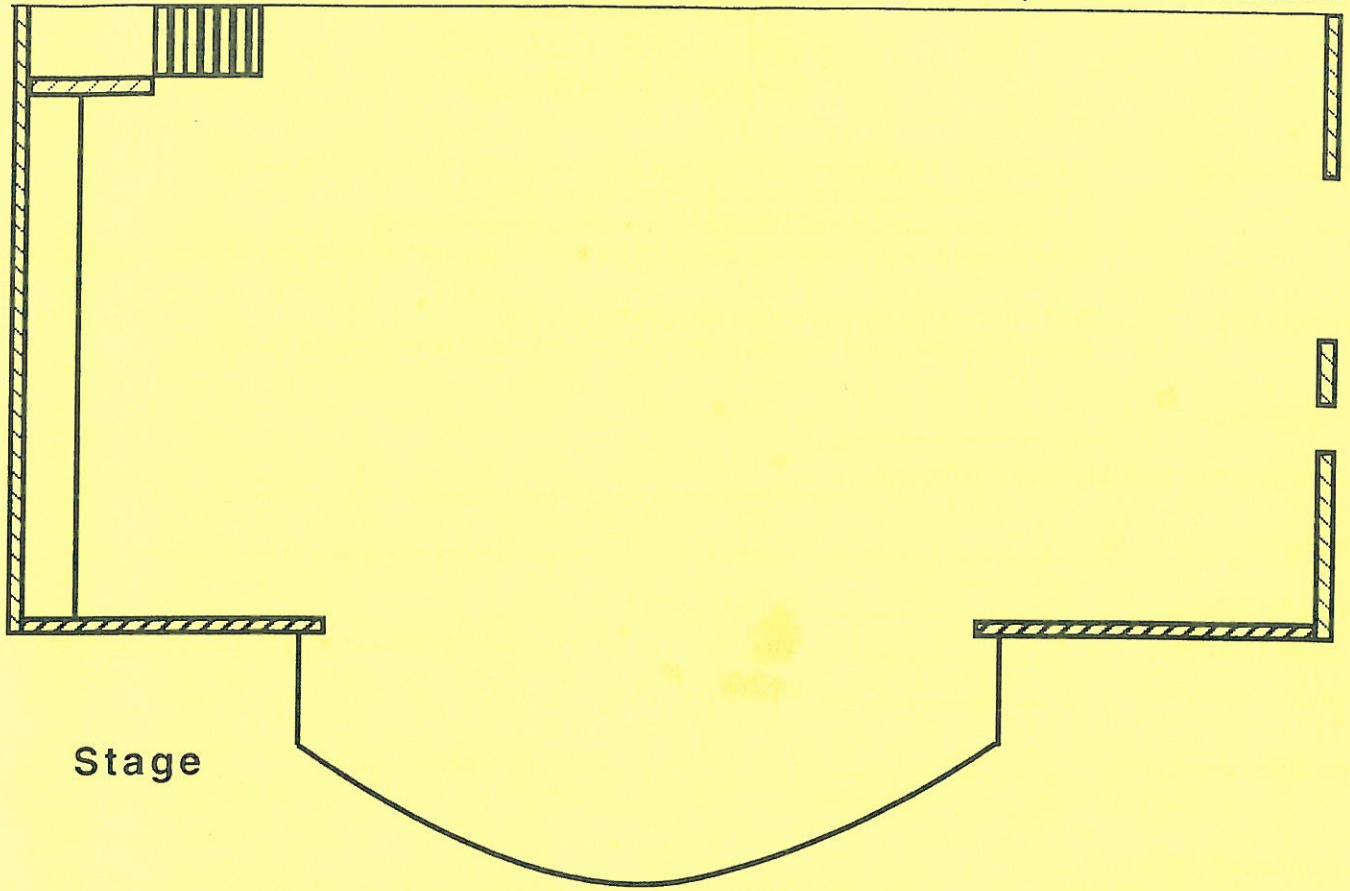
Scenery / Fly (please describe): _____

Special Requirements: _____

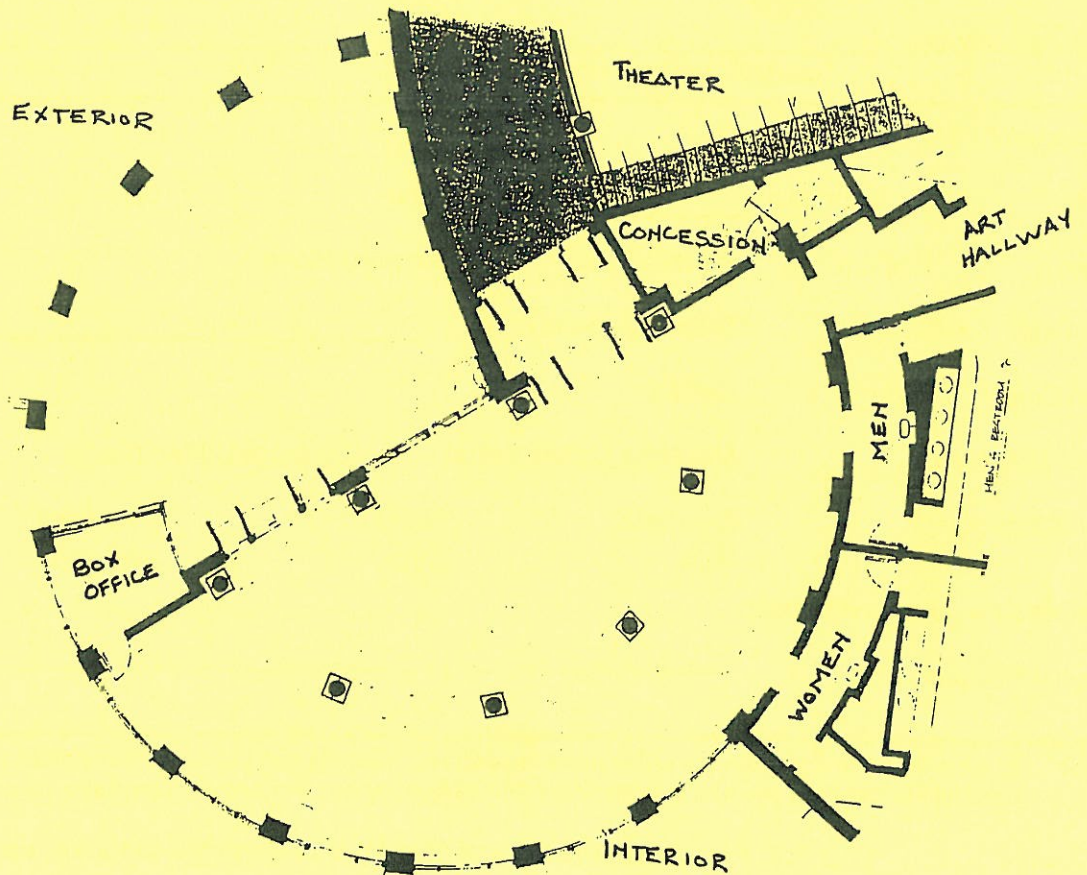
Note: To have tables or chairs set up, parking spaces reserved, cleaning services or additional trash cans placed, please fill out a Request For Services and turn in to the Maintenance Department. For security personnel, please contact the Business Office.

***** Please use the back of this form to illustrate event set up. *****

Please use the diagrams below to indicate set-up for your event. Be sure to include table chairs, podium, microphones, piano, trash cans and any other pertinent information.



Stage



Lobby