



## ***In-District Event Request Form***

*The BISD Jerry Fay Wilhelm Center for the Performing Arts*

*FAX to (512) 772-7915 or email to*

[aramirez5@bisdtx.org](mailto:aramirez5@bisdtx.org)

**PAC USE ONLY**

**CAL** \_\_\_\_\_

**RCVD** \_\_\_\_\_

Organization Name \_\_\_\_\_ Event Title \_\_\_\_\_

Submitter Name \_\_\_\_\_ Contact Email \_\_\_\_\_

Contact Phone \_\_\_\_\_ Est. # of Participants \_\_\_\_\_ Est. Audience \_\_\_\_\_

**Room(s):** Black Box \_\_ Green Room \_\_ Auditorium \_\_ Dressing Rooms \_\_ Concessions \_\_ Lobby \_\_

**Technical Requirements:** Diva Shell \_\_ Adv. Lighting \_\_ Adv. Sound \_\_ Projection \_\_

### **Preferred Event Dates**

(The PAC Staff will make every effort to accommodate your request - these ARE NOT FINAL.)

<b>1st Choice</b>	<b>2nd Choice</b>	<b>3rd Choice</b>
<b>Rehearsal</b> Date: _____ Unlock: _____ Lock: _____	<b>Rehearsal</b> Date: _____ Unlock: _____ Lock: _____	<b>Rehearsal</b> Date: _____ Unlock: _____ Lock: _____
<b>Performance</b> Date: _____ Unlock: _____ Start Time: _____ End Time: _____ Lock: _____	<b>Performance</b> Date: _____ Unlock: _____ Start Time: _____ End Time: _____ Lock: _____	<b>Performance</b> Date: _____ Unlock: _____ Start Time: _____ End Time: _____ Lock: _____

**\*PLEASE SEE BACK SIDE OF FORM FOR ADDITIONAL INFORMATION\***

- I have thoroughly read and agree to abide by, uphold and execute everything within the [Facility Rental Agreement](#).

**Contact/Submitter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- I endorse these requested dates for this group. I have read the separate document: [Facility Rental Agreement](#).

**Campus Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Additional Questions

Please answer the following questions as thoroughly as possible.

- 1) What is the nature of your event?**
- 2) Is this a public event? Do you want it published on the Public PAC Calendar?**
- 3) Describe the event. What, if any, specific technical request do you have?**
  - **Lighting:**
  - **Sound:**
  - **Staging/Risers/etc.:**
  - **Video:**
  - **Misc./Special FX:**
- 4) Will you be selling tickets in advance via our ticketing system? How much will they be?**
- 5) Do you have specific set up needs? Tables/Chairs/Electric/etc.**

As always we will do our best to service any last minute requests as they arise, but some requests may be impossible the day of or the fleeting moments before curtain. We can not guarantee last minute requests.

Any questions you may have regarding your technical needs may be directed to the following:

Jacob Layton,  
PAC Manager  
[jlayton@bisdtx.org](mailto:jlayton@bisdtx.org)  
(512) 772-7802

Nicholes Hernandez,  
Asst. PAC Manager  
[nhernandez@bisdtx.org](mailto:nhernandez@bisdtx.org)  
(512) 772-7807