Preliminary Event Request for Consideration

The BISD Jerry Fay Wilhelm Center for the Performing Arts

FAX to 512-772-7915 or email to

jlayton@bisdtx.org *or* **dcloyed@bisdtx.org**

Organization Name _____ Event Title_____

Submitter Name_____ Contact Email_____

Contact Phone_____ Est. # of Participants_____ Audience_____

Space Requested Black Box ____ Green Room ____ Auditorium____ Dressing Rooms____

Concessions____ Lobby ____

Preferred Event Dates

(The PAC staff will make the best effort to accommodate your requests- these ARE NOT FINAL)

1ST Choice	2nd Choice	3rd Choice
Rehearsal	**Rehearsal**	**Rehearsal**
Dates _____	Dates _____	Dates _____
Unlock _____	Unlock _____	Unlock _____
Lock Down_____	Lock Down_____	Lock Down_____
Performance	**Performance**	**Performance**
Dates_____	Dates_____	Dates_____
Unlock_____	Unlock_____	Unlock_____
Start Time_____	Start Time_____	Start Time_____
End Time_____	End Time_____	End Time_____
Lock Down_____	Lock Down_____	Lock Down_____

Technical Requirements: Diva Shell____Adv. Lighting____ Adv. Sound____ Projection____

Recording: Audio Yes ____ No____ If yes, please provide a flash drive (8 gig +) at time of performance.

Video Yes ____ No____ If yes, please provide a flash drive (32 gig +) at time of performance.

*PLEASE SEE BACK SIDE OF FORM FOR ADDITIONAL INFORMATION *

1. I have thoroughly read and agree to abide by, uphold and execute everything within the **Facility Usage Rules/Planning Guidelines.**
Contact/Submitter Signature:_____**Date_____**

2. I endorse these requested dates for this group. I have read the separate document: **Facility Usage Rule/Planning Guidelines.**
Campus Administrator Signature: _____**Date_____**

Additional Request list

This worksheet has been created to simplify technical requests for events in the PAC. By using this form the PAC staff can better serve you.

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

Any questions you may have regarding your technical need may be directed to the following;

Jacob Layton, PAC Manager, jlayton@bisdtx.org
Thank you
Please answer the 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 Fine Arts Calendar?**

3) **Describe the event. Including a "Running" order of performers/speakers etc.**

4) **What if any technical requests do you have? Below are some areas of focus.**

      Lighting; is this just white light on or do you need color and cues programed?

      Sound; what if any microphones will you need, house music, show music?

      Staging; will you need risers or a bare stage?

      Video; are you planning to run PowerPoint or video?

      Miscellaneous; Special FX or outside equipment you are bringing in?

      If you are using the Lobby or Green Room, what is happening there?

  5) Will you be selling advance tickets and how much will they be?

  6) Will you be utilizing the online ticket sale program (Simpletix)?