

FINE & PERFORMING ARTS FACILITIES REQUEST FORM

EVENT INFORMATION	
Title of Event:	Estimated Size of Audience:
Type of Event:	Admission Cost(s):
Date of Event:	Number of Participants:
Start Time of Event:	Onstage [] Backstage []
Duration of Event:	Do you need box office support?
Event Supervisor:	Do you need concessions support?
Phone Number:	Will your event have a reception?
Email:	
Date Submitted:	Other pertinent information about the event:
Supervisor Signature:	

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 (requires 1 technician)		
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		
F&PA Division Chair Signature		