

VAPA PERFORMING ARTS COMPLEX - CATEGORY 1 PUBLIC EVENT REQUEST PROPOSAL

Today's Date: _____

Submitted by: _____

Check One:

NEW Request for:

CHANGED request for:

Crocker Theater

Black Box Theater

Samper Recital Hall

other

Event Specifics:

please complete ALL fields: enter "?" or N/A if unsure

Event Title: _____

Performance Date(s): _____

Time(s): _____

Rehearsals in venue:

Rehearsal needs:

Date(s):

Time(s):

Ancillary spaces needed?

Yes *

No

* **Please note:** All requests for ancillary spaces including classrooms and backstage rehearsal space(s) must be arranged with the VAPA Division Administrative Assistant, Judy Sears, at jusears@cabrillo.edu or (831) 479-6288.

Event Description:

Please give a brief description of your event for PR purposes, to be used in all official marketing promotions unless updated by event requestor.

Please continue to page 2

Ticket Prices:

All Events must use VAPA Box Office Service, including admission free events.**

*(** For projected low attendance events, this policy may be waived)*

Admission Charges:

General: _____

Senior: _____

SAC Card Price*: _____

*(*Must be at least \$3 discount from General price)*

Student (Non-SAC):** _____

*(**must be higher than SAC Card price)*

User Info:

Please fill out all requested user info below, or your request form will not be processed.

Cabrillo College Department Use - Category 1:

Please check the appropriate department:

Music

Theater

Dance

Cabrillo Stage

non-VAPA College Dept

Submitted by: _____

Phone #: _____ **Email:** _____

College Budget Number: _____
(for all direct costs incurred from event)

I am authorized to make binding commitments for this presentation and assume responsibility for finances and compliance with College procedures.

Please sign and print name

Date

Person responsible for informing Performing Arts Complex Coordinator of technical details:

Please print name, phone number, and email address

Administrative Approval

PAC Coordinator: _____

Dean of VAPA: _____