



# 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](mailto:jlayton@bisdtx.org) or [dcloyed@bisdtx.org](mailto:dcloyed@bisdtx.org)

PAC USE ONLY

CAL \_\_\_\_\_

FS DIR \_\_\_\_\_

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)

1 <sup>ST</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice
<b>Rehearsal</b>	<b>Rehearsal</b>	<b>Rehearsal</b>
Dates _____	Dates _____	Dates _____
Unlock _____	Unlock _____	Unlock _____
Lock Down _____	Lock Down _____	Lock Down _____
<b>Performance</b>	<b>Performance</b>	<b>Performance</b>
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](mailto: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 be utilizing the online ticket sale program (Ticketmaster)?**