**ARTS EDUCATION PROGRAM EVENT REQUEST FORM**

This event request form may be returned to the Arts Education Program at the Grand Theatre Center for the Arts, 715 Tracy. For questions, please call the Arts Education Coordinator at (209) 831-62.

**Please Note**: Events held outside of assigned class time/classrooms are subject to Grand Staff approval and facility availability. In some cases you may be asked to rent the space and/or equipment at the Grand.

# INSTRUCTOR INFORMATION

Name: Date:

Address:

Phone & Email:

How many events are you proposing to offer in the next session? (Please complete a separate form for each)

# EVENT INFORMATION

Course/Workshop Title:

Date for desired event:

Time for desired event:

Will this event take place during class time?

Room(s) at the Grand requested:

# FEES

Will Students be charged additional expenses in conjunction with the concluding event (costuming, supplies, or the expenses)? If yes, additional amount per student:

Will ticket admission be charged for this event? If yes, ticket price:

# PARTICIPANTS

Number of student participants for this event:

Will you have any aids or assistants helping with this event?

Have these aids/assistants been fingerprinted and cleared by the Tracy Police Department?

Names or aids/assistants:

What audience numbers do you estimate for this event?

# TECHNICAL NEEDS

Please describe your technical needs for this event:

Lights:

Sound (including microphones, amplification, playback or recorded music, etc):

Dressing room space:

Other Needs:

Please share any additional notes about your proposed event here:

Facility:

Date:

Approved / Denied

Received:

*Staff Use Only*