

California State University
Northridge

**Plaza del Sol Performance Hall
 California State University, Northridge
 18111 Nordhoff Street
 Northridge, California 91330-8393**

EVENT PLANNER

This form has been developed to assist you in the planning of your event and to aid the Plaza del Sol Performance Hall in providing you an estimate of fees and expenses. Once a date for your event has been confirmed, the Operations Manager of the Plaza del Sol Performance Hall will contact you to begin the contracting process. Answers to questions posed in this document will be needed to prepare the documents needed and to inform the technical and front-of-house personnel of your needs so you can be better served. When complete, you may wish to mail a copy of this form to the address above or fax to (818) 677-5472

Event Name:		Today's Date:	
Date(s) and Time(s) of Event:			
Performance(s):	_____	Time(s):	_____
	_____		_____
	_____		_____
Rehearsal(s):	_____	Time(s):	_____
	_____		_____
	_____		_____

Sponsoring Organization: <i>(No Co-sponsorships permitted)</i>	Fed. Tax I.D. #:
Representative:	Authorized Signatory/Title: <i>(Person signing the Agreement)</i>
Address:	
Phone: Day: (____) _____ Evening: (____) _____ Fax: (____) _____	
Is organization non-profit? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, please include a copy of the IRS 501(c)3 form)</i>	

Please list all auditoriums, arenas, halls, and/or other facilities previously used by applicant:				
Facility	City/State	Date Leased	Contact	Phone
				(____) _____
				(____) _____

Please provide banking information:			
Name of Bank	City/State	Account Type	Phone
			(____) _____

TECHNICAL REQUIREMENTS

LIGHTING: Briefly describe your lighting needs for the stage

(i.e. "A general wash of lighting on the stage in three colors with some special lights focused in certain areas.")

Will you need followspot lights? No Yes If yes, how many? 1 2

SOUND: Briefly describe your sound needs for the production

(Please include band instrumentation, monitor requirements, microphone requirements, and playback requirements.)

RECORDING: Do you plan to have your event recorded? No Yes If yes: Video Audio

AUDIO/VISUAL: Do you have any special audio/visual equipment needs? No Yes (If yes, please describe below)
(e.g., CD/DVD player, video projector, overhead projector, projection screens, television monitors, etc.)

THEATRE AND STAGE CONFIGURATION

Will you require an orchestra pit or floor area for instrumentalists? No Yes

(Note: When pit cover is removed and pit is used, players will be on the same level as the audience. You will have maximum stage area when pit is covered.)

Will you need access for participants to move from the house (audience) up on to the stage? No Yes

Please describe your general stage set-up.

(i.e. "There will be one set with some pieces that move on and off stage." "Stage set for a 5-piece band with risers for the drum set." etc.)

TICKETING

General Ticketing Information:

For purposes of liability and crowd control, tickets for your event(s) must be printed by the Associated Students Ticket Office. Only Plaza del Sol Performance Hall and TicketMaster tickets will be accepted for admission to the event. Every patron (regardless of age) must have a ticket. The Performance Hall may retain a minimum number of house seats. Once event contracts are fully executed (all insurance requirements met and contracts signed by University Purchasing Office), tickets will be available for sale. When all estimated labor and equipment deposits have been received, you may take all or part of your tickets out on consignment to sell on your own. At its discretion, the Performance Hall may require you to leave 50 tickets in the ticket office for sale. Ticket build and printing expenses will be charged back to the sponsoring organization

What will your ticket prices be?

Seating: _____ Reserved _____ General *At its discretion, the Plaza del Sol Performance Hall may require reserved seating.*

MARKETING AND ADVERTISING

Advertising Requirements: *Please note that the Plaza del Sol Performance Hall must approve all marketing materials prior to release.*

How and where will your event be advertised and promoted?

GENERAL POLICIES

Please be aware of the following general policies:

- The PAC is a No-Smoking Facility. Smoking is prohibited in all areas of the building.
- Alcoholic beverages are not permitted on the premises.
- No food or drink is allowed inside the stage, theatre or dressing rooms at any time.
- Licensees must provide adequate supervision for children participating in an event.
- No co-sponsorships are permitted.
- Event day(s): all event performers, event personnel, event workers, etc. are to enter through the Artist's/Stage Entrance at the north side of the building, not through the lobby doors.

SIGNATURE

I certify that the preceding information is complete and accurate. I understand that this questionnaire is not a legal contract and that the information is for use by the Plaza del Sol Performance Hall to evaluate the needs and feasibility of the proposed event. It is subject to the approval of the Plaza del Sol Performance Hall and does not obligate either the Plaza del Sol Performance Hall or the applicant or confirm acceptance of the applicant or the event by the Plaza del Sol Performance Hall.

Signature

Print Name

Today's Date