EVENT PROPOSAL

EVENT PROPOSAL and REQUEST TO USE FACILITIES

Form ALP-110

California State University, Los Angeles
College of Arts and Letters – A&L Productions

date received: _____
received by: _____

Title of Event _____

Organization _____

Requestor/Authorized Representative _____ **Title** _____

Address _____

City _____ **State** _____ **Zip Code** _____

Phone _____ **FAX** _____ **Cell Phone** _____

Email _____

Which of the following best identifies your project? *(check all that apply)*

☐ Concert ☐ Theatrical Presentation ☐ Musical Theatre presentation ☐ Class/Lecture ☐ Workshop
☐ Filming ☐ Opera presentation ☐ Dance presentation ☐ Recital ☐ Rehearsal
☐ Screening ☐ Audio Recording ☐ Variety Show/Showcase ☐ Meeting ☐ Other

Also briefly describe your proposed activity: _____

Which A&L facility/venue are you requesting? *(check all that apply)*

☐ State Playhouse ☐ Music Hall ☐ Arena Theatre (MUS 101) ☐ MUS 115
☐ Choir Room (MUS 149) ☐ Band Room (MUS 150) ☐ Dance Studio 1 (KH 5108) ☐ KH 5105
☐ KH 5111 ☐ Music Courtyard ☐ Other _____

Please list the ***first, second and third*** choice of dates that you are requesting for your event:

	DATE	ARRIVAL TIME	SHOWTIME	END TIME	ACTIVITY
FIRST Choice					
SECOND Choice					
THIRD Choice					

List any additional dates/times, including all rehearsals and access times prior to the event. Please attach a complete rehearsal/performance schedule, if available: _____

To the best of my knowledge, the attached information is true and correct. I hereby attest that I am empowered to act and sign documents on behalf of the individual or organization requesting space and to bind that organization to perform pursuant to such documents.

_____ _____ PAFC Hold TD Review
Requestor's Signature (Authorized Representative) *Date*

_____ _____
Club Adviser or Department Chair Approval (CSULA only) *Date* *A&L Dean Approval (when required)*

*** Please submit this form **at least 3 weeks prior to your activity** to the A&L Productions in the Theatre Arts building, TA 204. Alternately mail, email, fax or DocuSign this application with any supporting documents to:

California State University, Los Angeles
College of Arts and Letters – A&L Productions
5151 State University Drive – TA 204, CA 90032
Phone 323-343-4133 FAX 323-343-5565
Email: epietrzak@calstatela.edu, pts@calstatela.edu

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How many people are in your company (performers, crew and support staff)? _____
How many audience members do you expect to attend your event? _____

Will you be holding a reception outside the theatre? ☐Yes ☐ No
If yes, ☐ pre-event reception or ☐ post-event reception

Will there be food/drink at the reception or at any other time during the activity? ☐Yes ☐ No
If so, please describe your food-related activity in detail: _____
_____
_____

Will you be selling tickets? ☐ Yes ☐ No If yes, ticket prices: _____

You may attach a complete Tech Rider. Are you including a Tech Rider? ☐ Yes ☐ No

Please describe ALL items you plan to bring to the activity/classroom/performance space. For example: musical instruments, scenery, sets, furniture, props, tables, chairs, food, DJ equipment, etc. (Subject to approval of A&L TD):
_____
_____
_____
_____
_____
_____
_____

Please describe any technical needs *(i.e. projector, microphones, piano, podium, chairs, tables, music stands, special light plot or cues)* or equipment that you may want to request A&L Productions to provide:
_____
_____
_____
_____
_____

Stage, set and setup floorplans attached?: ☐ Yes ☐ No
Will you need to use stage lighting? ☐ Yes ☐ No
Will you need to use the house sound system? ☐ Yes ☐ No
Will you need dressing rooms? ☐ Yes ☐ No

Does your event involve live music, musicians, bands, orchestras, combos, or DJs? ☐ Yes ☐ No
If so, please attach a detailed breakdown of the instrumentation and set-up requirements for each.
Breakdown of various music acts and instrumentation attached?? ☐ Yes ☐ No
Setup diagrams attached? ☐ Yes ☐ No

Is open flame (candles, cigarettes, cigars, prop guns) a part of your event? ☐ Yes ☐ No
If yes, please attach explanation: _____

Will you be bringing any scenery that needs to be hung overhead or flown during the show? ☐ Yes ☐ No
If yes, please attach explanation: _____

Do you have any video or special effects needs, such as fog or pyrotechnics? ☐ Yes ☐ No
If yes, please attach explanation: _____

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