

Charlotte Performing Arts Center

Internal Usage Request Application

Organization: _____

Contact Name: _____

Email: _____

Daytime Phone: _____

Event Name
Day, Date and Times:
(ex: HS Choir Concert Mon., March 5, 2012 7:30-9pm)

Setup Day, Date and Times:
(ex: Mon., March 5, 2012 3-4pm)

Rehearsal Day, Date and Times:
(ex: Mon., March 5, 2012 4-5pm)

Additional Rooms Needed

- Band Room
- Cafeteria – *If yes, when used?* _____
- Choral Room
- Drama Classroom
- Dressing/Makeup Rooms
- Lobby
- Scene Shop

Staging Needs

- Lectern
- Tables 6'/qty: _____ 8'/qty: _____
- Chairs/qty: _____
- Stands/qty: _____
- 4' x 8' Platforms/qty: _____
- Choral Risers/qty: _____
- Piano
- Acoustical Shell
- Special Needs?

Please contact CPAC Director in advance.

Lighting Needs

- General Stage Lighting
- Special Lighting (*discuss w/ CPAC Dir.*)
- Follow Spots/qty: _____

Audio Visual Needs

- Microphones/qty: _____
- Wireless Handheld Microphones/qty: _____
- Wireless Lavalier Microphones/qty: _____
- Hanging Choir Mics
- CD Player
- Monitor Speakers (on stage) / qty: _____
- Video Projector/Screen
 - VCR
 - DVD
 - Computer presentation (describe)

Lobby Needs

- Tables: 6'/qty: _____ 8'/qty: _____ 3' Round/qty: _____
- Chairs/qty: _____

House Needs

- Balcony Requested (audience over 600)
- Save seats for performers? *If yes, where?*

Other Needs:

- Will there be a photo of the performers taken?
If yes, when?
- Will there be any guest appearances? (Santa, etc)
- Will the event be video taped?
Applicant is responsible for making arrangements.
- Do you need the event audio recorded?
If so, please provide a blank CD-R or RW

Please list any additional notes and/or a sketch of your stage setup on the back side of this form.

Applicant Signature: _____

Date _____

CPAC Director Signature: _____

Date _____