Today's Date: ____________ Submitted by: ________________

Check One: □ NEW Request for: □ CHANGED request for:

□ Crocker Theater □ Black Box Theater

□ Samper Recital Hall □ __________________________ other

Event Specifics: *please complete ALL fields: enter "?" or N/A if unsure*

New/Changed Date (circle one): ________ New/Changed Time (circle one): ________

Event Title: ________________________________

Performers: _______________________________

□ Student Performance □ Faculty/Professional Performance

Event Description: 75 words or > including details for PR purposes. Attach add'l sheet if needed.

_________________________________________________________________________

_________________________________________________________________________

Rehearsals in venue:

Date(s): ______________

Time(s): ______________

Rehearsal info: ________________________________

Ancillary spaces needed:

Space(s): ________________________________

Date(s): ______________

Times: ______________

Admission Charges:

Ticketed * □ Yes □ No *Must use VAPA Box Office Service

Free Event □ Yes □ No

Other: ______________________________

Ticket Prices:

Internal College Presenters: check all that apply

□ Same as last semester

□ SAC Card Ticket Price**: ______________ (**must be a minimum of $3 off top ticket price)

□ New ticket prices^: General: ______________ Senior: ______________

^See Box Ofc Mgr, first! SAC Card: ______________ Non-Cabrillo Student: ______________

(must be higher than SAC price)

External Users:

Must coordinate with VAPA Box Office Manager to establish face values of tickets.

Outside users must offer current Cabrillo students discounts of at least 25% off top ticket price.

(Current Cabrillo SAC card serves as proof of student status)
**Event Category:** Please check the category which best describes your event

- **Category 1**  - College Use
- **Category 2**  - Non-Profit or College Sponsored; *without* an admission charge
- **Category 3**  - Non-Profit or College Sponsored; *with* an admission charge
- **Category 4**  - Commercial Use

**User Info:** Please fill out all requested user info below, *specific to your event Category, only.*

### Cabrillo College Department Use - Category 1:

Please check the appropriate department:

- [ ] Music
- [ ] Theater
- [ ] Dance
- [ ] Cabrillo Stage

Submitted by: ________________________________

Phone #: ________________________________ Email: ________________________________

College budget number for all direct costs incurred from event: ________________________________

*Please sign and print name*

I am authorized to make binding commitments for this presentation and assume responsibility for finances and compliance with College procedures.

Date

Person responsible for informing college of technical details:

Please print name, phone number, and email address

### College Sponsored - Categories 2 & 3:

Event is to be College sponsored with a non-College group assuming financial responsibility.

Sponsoring Dept: ________________________________ Faculty/Staff contact: ________________________________ Ext: ________________________________

*Please sign and print name (College Sponsor)*

Date

### External Users - Categories 2, 3, & 4:

**Presenter(s):** ________________________________

Presenter’s Street Address:

______________________________

Person who is authorized to make binding commitments for this presenter and will assume responsibility for finances and compliance with College procedures:

Please print name, phone number, and email address

Person responsible for informing college of technical details:

Please print name, phone number, and email address

### Administrative Approval - Sign & Date:

**Program Chair:** ________________________________ *(for internal & external events, by genre)*

**PAC Coordinator:** ________________________________

**Dean of VAPA:** ________________________________