

# 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 \_\_\_\_\_