



30651 Wells Road
 Wesley Chapel, FL 33545
 Phone: 813-794-8772
 Email: sstrubbe@pasco.k12.fl.us

EVENT PLANNING CHECKLIST

ORGANIZATION/CONTACT _____ EVENT DATE _____

EMAIL ADDRESS _____ PHONE _____

EVENT DESCRIPTION [please check one]

CHORAL CONCERT		BAND OR ORCHESTRA		DRAMA	
MUSICAL		LECTURE		DANCE RECITAL	

EVENT TIMES [please fill in all that apply as accurately as possible]

ARRIVAL AT CENTER:
BOX OFFICE OPEN:
DEPART FROM CENTER:

HOUSE OPEN:
EVENT START:
EVENT END:

FILL IN IF YOU ARE REQUESTING REHEARSAL OR SEPARATE SET UP TIME

REHEARSAL DATE[S] AND TIMES:

SHOW DATE[S] AND TIMES:

Please describe event and note any special needs not covered by equipment checklist on next page.

FACILITY AREAS TO BE USED: [please check all that apply]

STAGE		DRESSING ROOMS		TICKET BOOTH	
BAND ROOM		OTHER ROOM (GYM, ETC)		LOBBY [table displays]	

WE WOULD LIKE PERMISSION TO OFFER CONCESSIONS

Y	N
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Please note that no food or beverage including water is allowed inside the theatre or lobby area. If you wish to sell concessions outside in the courtyard, please inform your patrons of the theatre policy while serving.

VISUAL EQUIPMENT TO BE USED: [please indicate quantity needed, or leave blank]

PROJECTORS (2)		CENTER SCREEN (1)		SIDE SCREEN (2)	
DVD PLAYER		CFAWC LAPTOP		FOLLOW SPOT (2)	

STAGE EQUIPMENT REQUESTED: [please indicate quantity needed, or leave blank]

CHORAL RISERS		PLATFORMS (4X4)	
LECTERN		CONCERT PODIUM	

SOUND REQUESTED: [please indicate quantity needed, or leave blank]

HANDHELD MIC		HEADWORN MIC		OVERHEAD MICS	
CD PLAYER		COMPUTER PLAYBACK		STEREO RECORDING	

Please discuss further audio and visual needs prior to your arrival at the theatre. You may contact our technical director, Keith Eisenstadt at keith.eisenstadt@gmail.com, and audio designer Matt Endo at endoprolive@gmail.com

CONCERT INSTRUMENTS REQUESTED: [please indicate instruments requested, or leave blank]

BABY GRAND PIANO		UPRIGHT PIANO		TIMPANI	
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If you need to borrow additional band instruments from the WCHS Band Director, please contact wluckett@pasco.k12.fl.us and forward that information to us so we can have that equipment ready upon arrival.

When complete, please email all pages to Center for the Arts at ssstrubbe@pasco.k12.fl.us

If possible, please also include a rough program content so we can include this information on our web site and in our regular public service announcements and releases.