



EVENT WORKSHEET

Instructions

Please note that this form is the basis for generating an *Event Agreement*. The more information that you can give, especially in terms of dates, times, and audience estimates, the more accurate our pricing will be. Inaccurate information or incomplete forms may lead to inaccurate estimates and may be rejected by the Center.

Section I: Company Information

Event: This can be a working name or the actual title of the event. To avoid confusion with calendar listings and publicity, please ensure that BCPA is aware of any working titles.

Event Date: The proposed date/s of the event at BCPA from the start date to final date.

Organization: The contracting group or individual. This will be used in the *Event Agreement*.

Street Address: This information and other contact information are used both in the *Event Agreement* and in our event database in case the Center needs to contact a user.

Email: The Center uses email to send Event Packages (contracts, riders, and invoices using Adobe PDF files). Users will need a valid email address and software capable of displaying and printing such forms.

Administrative Contact: The first name listed should be the primary point of contact for the Center to use for administrative issues and must be a person or legally eligible to enter into a contract on behalf of the Organization above.

Production Contact: The first name listed must be the primary point of contact for the technical and production needs of the event.

Section II: Status and Demographics

The Center uses this information to determine which fee schedule to apply to an event. Non-profit and residency information is subject to verification.

Section III: References

References are not required for Joint Use Agreement partners. References are required from other users if they have not held an event at the BCPA within the last eighteen months. References should be familiar with a production sponsored by the contracting organization. Additionally, the contact information for a recently used venue must be provided. If you cannot provide this information, please contact the Center directly.

Section V: Event Information

Event Type: Indicate what type of performance you wish to present at BCPA. The more specific you can be the better able the Center staff will be able to assist you with your event.

Ticket Price(s): Estimates are fine here. Ticket pricing does not affect rental rates.

Attendance Estimate: The Center uses this information to determine ticketing and seating requirements as well as staffing needs.

Section VI: Facility Use

Please indicate which spaces within BCPA the organization wishes to occupy. This includes any use for any purpose (i.e. rehearsals, holding areas for groups with large numbers of performers, dressing areas, equipment storage, etc.).

Section VII: Company Members and Chaperone Information

Please list the number of company members and their respective age ranges. BPCA requires the presence of an appropriate number of adults to supervise all events. Please note the BCPA chaperone policies.

Section VIII: Technical Equipment Needs

Though this section does not include all types of equipment for use in the facility, it provides a list of items which can affect the rental cost of the facility. Please feel free to use additional pages to explain your technical needs.

Section IX: Tentative Schedule in Chronological Order

The Center charges hourly rental fees. We estimate these for the *Event Agreement* based upon what is entered here. The Center will invoice users for any additional time so accuracy is paramount.

Notes:

- The Center may require a rehearsal for any event for which we are providing lighting or sound support.
- All rentals are a minimum of four hours.
- Your load-in and setup begin at the time indicated on the EVENT AGREEMENT. If you have items that need to be completed before your arrival, make sure they are approved well in advance and listed the *Event Agreement* or a *rider*.

Description of Event: Some users don't want or need help, and beyond ensuring ourselves that the Center can handle their requests, we leave them alone. Some events, on the other hand, want our expertise and experience. We give it gladly but we're not mind-readers. The more you can tell us about your event, the easier it is for us to tell which type of user you are, and more importantly, to ensure that everyone is on the same page in terms of expectations.

Please always feel free to contact Center staff with questions.

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- Administrative Assistant, Clara Rogers – (301) 805-6880