

OSD SPONSORED PAC Event Request Form

Instructions: Fill out **YELLOW** highlighted areas of application. E-mail completed form to the PAC Manager at mlangley@osd.wednet.edu or **print and fax to 360-596-7020**. For questions see contact information below.

Lead Contact Name: 	Day Phone:
	Evening Phone:
Organization: 	Fax:
	E-Mail:
Billing Address: 	Is this an official OSD school sanctioned event? <input type="checkbox"/> Y <input type="checkbox"/> N
	Is the event open to public? <input type="checkbox"/> Y <input type="checkbox"/> N
	Is admission charged for the event (including registration fees, tickets, etc.)? <input type="checkbox"/> Y <input type="checkbox"/> N
	Do proceeds benefit a non-OSD organization? <input type="checkbox"/> Y <input type="checkbox"/> N
Seats (check all that apply): <input type="checkbox"/> Main 430 <input type="checkbox"/> Lect. Hall 133 <input type="checkbox"/> Stage 2 133	
Additional space: <input type="checkbox"/> Dressing rooms <input type="checkbox"/> Commons (other than lobby use) <input type="checkbox"/> # Music Room(s) <input type="checkbox"/> # Classroom(s)	
<input type="checkbox"/> I UNDERSTAND THAT CONSULTATION WITH THE PAC MANAGER REGARDING TECHNICAL REQUIREMENTS IS REQUIRED PRIOR TO APPROVAL OF OSD EVENTS.	

Event Description: 	
Audio (mics, music, etc.)	 Audio from PC/Mac? <input type="checkbox"/> Y <input type="checkbox"/> N
Lighting (special cues, colors, etc.)	
Stage (risers, curtains, etc.)	
Data Projector? <input type="checkbox"/> Y <input type="checkbox"/> N Video Source <input type="checkbox"/> VCR <input type="checkbox"/> DVD <input type="checkbox"/> PC <input type="checkbox"/> Mac Internet Access? <input type="checkbox"/> Y <input type="checkbox"/> N Acoustic Towers? <input type="checkbox"/> Y <input type="checkbox"/> N Acoustic Ceiling? <input type="checkbox"/> Y <input type="checkbox"/> N	

EVENT SCHEDULE

Dates(s) (attach additional sheets)	Arrival Time (include set-up, etc.)	Rehearsal Start Time (if applicable)	Event Start/Curtain Time	Event End Time	Departure (include clean-up, etc.)
 	 	 	 	 	
 	 	 	 	 	
 	 	 	 	 	
 	 	 	 	 	
 	 	 	 	 	

OFFICE ONLY

Manager Approved? <input type="checkbox"/> Y <input type="checkbox"/> N	Date: 	Fees
Notes: 		Rental \$
		Labor \$
		Equipment \$
		TOTAL \$