Bastrop Independent School District
Jerry Fay Wilhelm Center for the Performing Arts

In-District Event Request Form

The BISD Jerry Fay Wilhelm Center for the Performing Arts

FAX to (512) 772-7915 or email to

vvillarreal@bisdtx.org

PAC USE ONLY
CAL _____
RCVD _____

Organization Name _____ Event Title _____

Submitter Name _____ Contact Email _____

Contact Phone _____ Est. # of Participants _____ Est. Audience ____

Room(s): Black Box __ Green Room __ Auditorium __ Dressing Rooms __ Concessions __ Lobby __

Technical Requirements: Diva Shell ___ Adv. Lighting ___ Adv. Sound ___ Projection ___

Preferred Event Dates

(The PAC Staff will make every effort to accommodate your request - these ARE NOT FINAL.)

1st Choice	2nd Choice	3rd Choice
Rehearsal	**Rehearsal**	**Rehearsal**
Date: _____	Date: _____	Date: _____
Unlock: _____	Unlock: _____	Unlock: _____
Lock: _____	Lock: _____	Lock: _____
Performance	**Performance**	**Performance**
Date: _____	Date: _____	Date: _____
Unlock: _____	Unlock: _____	Unlock: _____
Start Time: _____	Start Time: _____	Start Time: _____
End Time: _____	End Time: _____	End Time: _____
Lock: _____	Lock: _____	Lock: _____

PLEASE SEE BACK SIDE OF FORM FOR ADDITIONAL INFORMATION

1. I have thoroughly read and agree to abide by, uphold and execute everything within the **Facility Rental Agreement**.

   Contact/Submitter Signature: _____ **Date:** _____

2. I endorse these requested dates for this group. I have read the separate document: **Facility Rental Agreement**.

   Campus Administrator Signature: _____ **Date:** _____

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Additional Questions

Please answer the following questions as thoroughly as possible.

1) **What is the nature of your event?**

2) **How many students will be attending the event? How many adults will be supervising? A minimum of one supervisor to every thirty children is required.**

3) **Is this a public event? Do you want it published on the Public PAC Calendar?**

4) **Describe the event. What, if any, specific technical request do you have?**

   - **Lighting:**
   - **Sound:**
   - **Staging/Risers/etc.:**
   - **Video:**
   - **Misc./Special FX:**

5) **Will you be selling tickets in advance via our ticketing system? How much will they be?**

6) **Do you have specific set up needs? Tables/Chairs/Electric/etc.**

As always we will do our best to service any last minute requests as they arise, but some requests may be impossible the day of or the fleeting moments before curtain. We can not guarantee last minute requests.

Any questions you may have regarding your technical needs may be directed to the following:

Jacob Layton,
PAC Manager
jlayton@bisdtx.org
(512) 772-7802

Bradley Wilbourn,
Asst. PAC Manager
bwilbourn@bisdtx.org
(512) 772-7807