



Arts Education Event Request Form

NOTE: Events held outside of assigned class time/classroom are subject to Grand staff approval.

In some cases, you may be asked to rent space at the Grand, if your event will make extraordinary demands on staff at the Grand.

Date:

Instructor Name:

Course Title:

Date and Time for Desired Event:

Duration of Event:

Will the concluding event take place during class time? Yes_____ No_____

Room(s) at the Grand requested:

Will students be charged additional expenses in conjunction with the concluding event (costuming, supplies, or other expenses)? Yes_____ No_____

Additional Amount Required of Students? _____

Will tickets admission be charged and tickets sold for this event? Yes_____ No_____

Ticket Price(s)? _____

Will you have aides or assistants helping you with the proposed event? Yes_____ No_____

Have these aides been fingerprinted and cleared by the Tracy Police Department?

Yes_____ No_____

Names of aides/assistants:

Describe your technical needs for this event:

Lights?

Sound—including microphones, amplification, playback of recorded music?

Dressing Room Space?

Other Needs?

What audience numbers do you estimate for your event?

Other Notes: