

# THE PERFORMING ARTS EDUCATION CENTER

## Event Questionnaire:



Dear Prospective Renter:

We're so excited you're considering producing your event at The Performing Arts Education Center (PAEC). The Las Virgenes Unified School District and the entire PAEC staff are committed to providing you with a great experience during your time with us. Let's get started...

### 1. FILL OUT THIS EVENT QUESTIONNAIRE FORM

You can either print it out and mail the completed form to:

Performing Arts Education Center / LVUSD  
4111 N. Las Virgenes Rd.  
Calabasas, CA 91302

Or you can fill provide us the information digitally by filling out this .PDF form on your computer.

**WARNING:** This form will not work in Apple's Preview program. In order to properly process this .PDF form, both Mac and PC users must have Adobe Reader X (version 10.1.8) installed on their computers. To download a free copy of Adobe Reader X, click here:

<http://www.adobe.com/products/reader.html>

### 2. After filling in all the highlighted boxes, "SIGN" the Questionnaire as follows:

- I. Click on the "**Sign**" icon in the upper right-hand corner of the software window.
- II. In the column that appears, click on the "**Place Signature**" icon.
  - a. If you have saved a signature in Adobe Reader, it will appear. Drag it down to the correct signature box and click again to "sign" the form. Be sure to include the date.
  - b. If you have not saved a signature in Adobe Reader, follow the instructions that appear after you click on the "Place Signature" icon. Be sure to include the date.
- III. Then, click on the "**Signed. Proceed to Send**" icon in the column on the right.
- IV. Click on the "**Save a Copy**" icon in the column on the right.
- V. Embed your event details by Saving the Completed Form on your computer.
- VI. Email the saved questionnaire it to Gilles Chiasson at [theatermanager@lvusd.org](mailto:theatermanager@lvusd.org).

We'll get back to you within two (2) weeks of acknowledging receipt of your request.

Thank you for your interest in The Performing Arts Education Center.

Gilles Chiasson

# THE PERFORMING ARTS EDUCATION CENTER

## Event Questionnaire:



**WARNING:** If you're working on a Mac, this form will not work in Apple's Preview program. Please make sure you have *Adobe Reader X* installed on your computer. To download *Adobe Reader X*, click here:

<http://www.adobe.com/products/reader.html>

**Location:** Agoura Hills Calabasas Today's Date:

**Venue:** Black Box Theatre Mainstage Theatre  
Other:

### OVERVIEW

**Type of Event:** Play Dance Concert Video  
Musical Lecture Other

**Briefly describe your event:** LVUSD Event Outside Group

**Title of event:**

**Name of Producing Organization:**

**Producing Organization Address:**

**Performance date(s) and time(s):**

Second Choice:

Third Choice:

Placed on  
Site Calendar:

**Event Producer:**

Phone: Fax: Email:

**Front-of-House Coordinator:**

Phone: Fax: Email:

**Will you have a...**

**...Lighting Designer and/or Programmer?**

No

Yes

Unknown

Name:

Phone:

Email:

**...Sound Designer and/or Programmer?**

No

Yes

Unknown

Name:

Phone

Email:

**...Projection Designer and/or Programmer?**

No

Yes

Unknown

Name:

Phone:

Email:

**...Stage Manager?**

No

Yes

Unknown

Name:

Phone:

Email:

### **DRAPERY AND MASKING**

**Approximate size of playing area?**

Width:

Depth:

**Do you need a Cyc?**

No

Yes

Unknown

**...a Scrim?**

No

Yes

Unknown

Color:

**Will you be flying  
any scenery?**

No

Yes

Unknown

### **LIGHTING**

**Will you be using the theatre lighting system?**

No

Yes

Unknown

**Will you be using the theatre's Rep Plot?**

No

Yes

Unknown

**Briefly describe your lighting needs:**

**Will you provide...**

**...Your own gel?** No Yes Unknown

**...Your own gobos/patterns?** No Yes Unknown

**...Your own gaff tape?** No Yes Unknown

**Will you need any followspots?** No One (1) Two (2) Unknown

**PROJECTIONS**

**Do you plan to project video or other media from the Front-of-House using the PAEC system?** No Yes Unknown

**Do you need to project video or other media using the PAEC's Rear Projections System?** No Yes Unknown

**Will your event be video recorded?** No Yes Unknown

**SOUND**

**Briefly describe your Sound needs:**

**Will you be using PAEC sound equipment?** No Yes Unknown

**Will you need hand-held wireless microphones?** No Yes Unknown

If yes, how many?

**Will you need wireless body microphones?** No Yes Unknown

If yes, how many?

**Will you need wireless comm. Headsets?** No Yes Unknown

If yes, how many?

**Will your event be audio recorded?** No Yes Unknown

**ADDITIONAL EQUIPMENT**

**Will you need music stands?**                      No                      Yes                      Unknown

If yes, how many?

**Will you need music stand lights?**                      No                      Yes                      Unknown

If yes, how many?

**Will you need orchestra Chairs?**                      No                      Yes                      Unknown

If yes, how many?

**Please list any other additional equipment you think you'll need:**

**SAFETY**

**Will you be using any pyrotechnics?**                      No                      Yes                      Unknown

**Please describe any other safety issues you anticipate:**

**AUDIENCE SEATING / ORCHESTRA PIT**

**How many tickets do you anticipate selling to your event?**

**Mainstage: Where would like the orchestra lift during your event?**

Pit Level (up to 32 musicians)

Audience Level w/ No Additional seating

Aud. Level w/Seating (33 Seats)

Thrust (7'6" of additional stage depth)

**Black Box: How would you like the audience seating configured?**

**BACKSTAGE**

**What is the total number of people you will have backstage?**

**How many performers and crew will you have backstage?**

**How many dressing rooms do you anticipate needing?**

**How many of your performers will require a dressing room?**

**Will you need to use other parts of the facility?**

Green Room

Costume Shop

Scene Shop

Other:

**Are you planning on receptions or catering?**

No

Yes

Unknown

**If yes, please briefly describe your plans:**

**What are your parking needs on the day(s) of your event(s)?:**

## **SCHEDULE**

Please enter the schedule for your event, including load-in and rehearsal, in addition to your performance(s). Please be as specific as you can so we are better able to help you plan for and execute your event.

## **MISCELLANEOUS**

### **FINAL STEPS:**

1. When you're finished filling in this form, click on the "Sign" icon in the upper right corner of the software window.
2. In the column that appears, click on the "**Place Signature**" icon.
  - a. If you have saved a signature in Adobe Reader, it will appear. Drag it down to the correct signature box and click again to "sign" the form. Be sure to include the date.
  - b. If you have not saved a signature in Adobe Reader, follow the instructions that appear after you click on the "Place Signature" icon. Be sure to include the date.
3. After you sign the form, click on the "**Signed. Proceed to Send**" icon in the column on the right.
4. Click on the "**Save a Copy**" icon in the column on the right. (Please DO NOT "Send via Email", "Send via Fax", or "Get Others to Sign".)
5. Title and Save the Completed Form on your computer. This will embed all your event details onto the form.
6. Once you've signed and saved it, attached it to an email and send it to:  
theatermanager@lvusd.org

**Producer Signature:**

**Date:**

### **PAEC Mailing Address:**

The Performing Arts Education Centers  
LVUSD  
4111 N. Las Virgenes Rd.  
Calabasas CA 91302  
Attn: Theater Rentals

(818) 591-1209 ext. 2  
theatermanager@lvusd.org  
[www.thePAECs.org](http://www.thePAECs.org)  
[@thePAECs](https://www.facebook.com/thePAECs)