

Heinz C. Prechter Educational and Performing Arts Center Building Usage Inquiry Worksheet

□ 501 (c) 3 ID #:			_	
Name of Organization:				
Billing Address:				
Phone:		Fax:		
Email:	Website:			
1st Contact Person:				
Address:				
Phones: Ofc:	Fax:		Mobile:	
Email:	V	Vebsite:		
2 nd Contact Person:				
Address:				
Phones: Ofc:				
Email:	v	Vebsite:		
Name of Event:				

Description (lecture, performance, meeting, load-in or out)

Admission Charge?	ent
and removal.	
Day #1 Date: Arrival Time: Departure Time: Please give a brief timeline and description of events for this day:	
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<u>Day #2</u>	
Date: Arrival Time: Departure Time:	
Please give a brief timeline and description of events for this day:	
<u>Day #3</u>	
Date: Arrival Time: Departure Time:	
Please give a brief timeline and description of events for this day:	
<u>Day #4</u> Date: Arrival Time: Departure Time:	
Please give a brief timeline and description of events for this day:	
Day #5 Date: Arrival Time: Departure Time:	
Please give a brief timeline and description of events for this day:	
Day #6	
Please give a brief timeline and description of events for this day:	
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<u>Day #7</u>	
Date: Arrival Time: Departure Time: Please give a brief timeline and description of events for this day:	
Day #5 Date: Arrival Time: Departure Time: Please give a brief timeline and description of events for this day: Day #6 Date: Arrival Time: Departure Time: Please give a brief timeline and description of events for this day:	

	cilities Requested: Classroom(s			
	ging Requirements Lecturn Decks Tables Chairs Orchestra Pit	<u>Au</u> - - - -	dio Visual Requirent playback Wireless handheld wireless lavaliere microphones projection	<u>nents</u>
Lig	Special Lighting Lecture General Stage			
<u>Otl</u>	<u>ner</u>			
	st estimates are based on informates without prior notice.	ntion provided on	n this application. Ch	anges may incur additional
	I have read and understand the Ficies and Procedures.	Heinz C. Prechter	Educational and Per	forming Arts Handbook of