PAC Pre-Production Request Worksheet  
(Revised 10/2013)  
GENERAL EVENT INFORMATION

PLEASE FILL OUT ALL SECTIONS THAT APPLY TO YOUR EVENT.

HIGHLIGHT INSTEAD OF CIRCLE IF FILLING OUT ONLINE. ELECTRONIC SIGNATURE IS FINE.

Form required to complete reservation – return by e-mail to lari.young@tamucc.edu or by fax to (361) 825-3297.

Event Name: ____________________________________________________________

Company/Department Event Coordinator: __________________________________

Coordinator’s Phone Number: _____________________________________________

Account Number (for campus departments): ________________________________

Circle or Highlight type of event (Concert, Lecture, Luncheon, Reception, Conference, and Ceremony)

Area of PAC, circle or Highlight all that apply (Atrium Lobby, Greenroom, Concert Hall)

Anticipated attendance: ______

<table>
<thead>
<tr>
<th>Rehearsal Date(s)</th>
<th>Start Time</th>
<th>Estimated Closing</th>
<th>Latest Closing</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Program Date(s)</th>
<th>Sound Check</th>
<th>Doors Open</th>
<th>Curtain</th>
<th>Estimated Closing</th>
<th>Latest Closing</th>
</tr>
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</table>

Is this a ticketed event? Y / N  
If Yes, reserved-seating or general admission?

You will need to bring your own staff, cash box, and change fund we do not provide them.  

CLIENT INITIAL __________

Will you be charging for programs? Y / N  
Will you be selling merchandise? Y / N (PAC retains 25% of gross sales.)

PAC staff will not sell programs or merch. You will need to bring your own cash box and sellers.  

CLIENT INITIAL __________

Will you be providing ushers? Y / N  
Number you will be providing ______

Will you be providing technical staff? Y / N  
Number you will providing ________

PAC staffing is an additional charge of $10 to $12 per person per hour.  

CLIENT INITIAL __________

Do you want the pre-show announcement about “no cell phones, no photography, and no recording?” Y / N

Do you want lobby music? Y / N  
Will you be providing Lobby Music? Y / N

Do you want the event to be catered? Y / N (SEE BELOW)  
Will you have a bar before event and/or during intermission? Y / N

For catering and bar needs call University Food Services Caterer – phone 825-3694  
*If this is a non-university client this event will need to go through Community Outreach and Lari will forward their contact info to Crystal Seehorn and there will be administrative fees applied on her end.

Do you have an exemption form and an alcohol permission form (if applicable)? Y / N

Security? Y / N  
Security charges start at approx. $35 per person per hour and UPD determines staffing needs and price.  
*If this is a non-university client this event will need to go through Community Outreach and Lari will forward their contact info to Crystal Seehorn and there will be administrative fees applied on her end.

CLIENT INITIAL ______ (Any bar service with alcohol requires UPD onsite)

Do you want to use the choir loft for primary seating? Y / N  
Do you want to use the full concert hall for primary seating? Y / N

Personal Photography and video cameras Will / Will Not be allowed.  
Will you have someone video recording the event? Y / N

Will you have someone making an audio recording? Y / N

PLEASE SEE ATTACHED PAC SERVICES COSTS LIST FOR EQUIPMENT AND STAFFING COSTS.
In The Lobby we will need…. (Use the plot below to show location of lobby needs.) (For catering info see page 1)

___ Number of Chairs

___ Number of 6ft rectangular Tables (inventory=10)
   Would you like the tables skirted? Y / N
   Would you like them covered? Y / N

___ Number of 6ft rectangular “skinny” Tables (inventory=6)

___ Number of Round 6ft Tables (inventory=13)

___ Number of cocktail tables (inventory=6)
   Do you have banners that need to be hung? Y / N
   Will you have flags to display? Y / N
   Do you need an easel display? Y / N (inventory=6)

Will you need sound? Y / N (Portable Bose system)
Will you need a projection screen/projector? Y / N $50 usage fee* Details:
*Sound not available from lobby computer/projector.

Will you need a podium? Y / N (If yes circle or Highlight which one: PRES or REGULAR)
Will you need SandDollar$ machines and/or credit card readers? Y / N
   This must be arranged in advance with the SandDollar office at 825-5538 CLIENT INITIAL.

ADDITIONAL NOTES: ___________________________________________  ___________________________________________  ___________________________________________
GREEN ROOM INFORMATION

In the Green Room we will need ....... (Use the plot below to show location of GR needs.)  *(For catering info see page 1)*

<table>
<thead>
<tr>
<th>__ Number of Chairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ Number of 6ft rectangular Tables (inventory=10)</td>
</tr>
<tr>
<td>Would you like the tables skirted? <strong>Y / N</strong></td>
</tr>
<tr>
<td>Would you like them covered? <strong>Y / N</strong></td>
</tr>
<tr>
<td>__ Number of 6ft rectangular “skinny” Tables (inventory=6)</td>
</tr>
<tr>
<td>__ Number of Round 6ft Tables (inventory=13)</td>
</tr>
<tr>
<td>__ Number of cocktail tables (inventory=6)</td>
</tr>
</tbody>
</table>

Will you need sound? **Y / N** (Portable Bose system)

Will you have banners that need to be hung? **Y / N**

Will you have flags to display? **Y / N**

Do you need an easel display? **Y / N** (inventory=6)

Will you need a clothes rack in here? **Y / N**

Will you need a projection screen/projector? **Y / N** **$50 usage fee**

Details:

Will you need sound from the computer? **Y / N**

Will you need a podium? **Y / N** *(If yes circle or Highlight which one: PRES or REGULAR)*

Do you have any AV needs? If Yes Specify.
STAGE INFORMATION

On Stage we will need… (See attached PLOT and draw where you would like everything on stage.)

DO YOU NEED THE LARGE CONDUCTOR STAND Y / N

DO YOU NEED THE CONDUCTOR PODIUM Y / N

___ Number of Orchestra Chairs (inventory=100)  ___ Number of Cello Chairs (inventory=10)
___ Number of Music Stands (inventory=100)    ___ Number of Other Chairs (red chairs)
___ Number of 6ft rectangular Tables (inventory=10) ___ Number of 6ft rectangular “skinny” Tables (inventory=6)
   Would you like the tables skirted? Y / N
   Would you like them covered? Y / N
___ Number of 6ft rectangular Tables (inventory=2)
   Would you like the tables skirted? Y / N
   Would you like them covered? Y / N
   Do you have banners that need to be hung? Y / N
___ Number of Round 6ft Tables (inventory=13)
___ Number of cocktail tables (inventory=6)
   Will you have flags to display? Y / N
   Do you need an easel display? Y / N (inventory=6)

Would you like the piano on stage? Y / N $95 usage fee CLIENT INITIAL____

Would you like risers? Y / N Details:

Would you like pipe and drape? Y / N Details:

Do you want the acoustic curtains? Y / N

Do you want amplified sound? Y / N Details:

Do you have any special lighting needs? Y / N Details:

Will you need a projection screen? Y / N Details:

Will you need sound from the computer? Y / N

Will you require a Marley dance floor? Y / N $200 fee (EXCLUDES STAFFING – tape included) CLIENT INITIAL____

Will you need rows blocked off in the audience? Y / N

   Number of rows _______ (Left side seat, Center seats, Right side seats)

<table>
<thead>
<tr>
<th>Items we will send to PAC for use (i.e. Flowers, table center pieces, programs, etc.)</th>
<th>Day to be delivered to PAC</th>
<th>Day to be picked up from PAC</th>
</tr>
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<tbody>
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</table>

Who do you designate to make changes to these setting for you during rehearsals/performances?______________________________

They will be the only designees to give direction to PAC staff.

Please keep in mind that information provided in this form gives us what we need to successfully coordinate the aspects of your event.

Any changes or additions, after this document is signed, need to be made in writing and sent to the PAC Director at lari.young@tamucc.edu.

Pricing and fees will be estimated based upon your response to this questionnaire.

Client Signature___________________________________________ Date________

PAC Staff Signature________________________________________ Date________
Piano, Mics, Risers - draw where needed.
Additional Production Notes: ________________

*For table skirting draw skirt around table symbol.
<table>
<thead>
<tr>
<th>PAC SERVICES COSTS</th>
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<tbody>
<tr>
<td>Box Office full service (2 week duration)</td>
<td>$500</td>
</tr>
<tr>
<td>Box Office limited service (2 week duration)</td>
<td>$200</td>
</tr>
<tr>
<td>Box Office Staff (per person per hr when not packaged in services above)</td>
<td>$10</td>
</tr>
<tr>
<td>Event Manager (per person per hr - required for all events)</td>
<td>$12</td>
</tr>
<tr>
<td>Production Technical Staff and Ushers (per person per hr – required for all events)</td>
<td>$10</td>
</tr>
<tr>
<td>Event Custodial (required for all events)</td>
<td>$150</td>
</tr>
<tr>
<td>Additional custodial (per hr heavy clean-up-PAC Staff to Determine Need)</td>
<td>$100</td>
</tr>
<tr>
<td>Security (per person per hr - ESTIMATED - SUBJECT TO CHANGE)</td>
<td>$35</td>
</tr>
<tr>
<td>Steinway Grand Piano Usage Fee</td>
<td>$95</td>
</tr>
<tr>
<td>Event directional signage (TBD By Event)</td>
<td>TBD</td>
</tr>
<tr>
<td>Projector/Screen (concert hall and/or lobby separate usage cost for each area)</td>
<td>$50</td>
</tr>
<tr>
<td>Clip lights (per day/per unit) and Batteries for Microphones (per battery/per day)</td>
<td>$2</td>
</tr>
<tr>
<td>Marley Dance Floor (staffing for setup/tear down not included)</td>
<td>$200</td>
</tr>
<tr>
<td>Spot Light (per day/per unit) operator at add’l cost</td>
<td>$50</td>
</tr>
<tr>
<td>Stage Extension Removal/Replacement Normal (inclusive of installation/removal staff) (Event-driven/TBD by PAC staff)</td>
<td>$600</td>
</tr>
<tr>
<td>Stage Extension Removal/Replacement Quick Turnaround (inclusive of installation/removal staff) (Event-driven/TBD by PAC staff)</td>
<td>$800</td>
</tr>
</tbody>
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