



VENUE REQUEST FORM

Please note: Completion of this form does not guarantee space availability. Please be sure to obtain confirmation from AUPAC Operations Coordinator before arriving to the space.

Date of Application:			
<u>Producing Organization Contact Information</u>			
Name of Presenting Group:			
Name of Insured:	(if different from group name)		
Primary Contact Person:			
Primary Contact Title:			
Mailing Address:			
Phone:		Email:	
<u>Event Details</u>			
Event Title:			
Event Date(s) Requested: (please include all dates and times)			
Start Time:		Running Time:	
Intermission?	Y/N		
Event Type: (i.e. concert, lecture, performance, etc.)			
Event Description:			
Venue(s) Requested:			
Production Budget:		Expected Attendance:	
Pre-Show Reception?	Y/N	Post-Show Reception?	Y/N
Schedule:			
Client Access Hours:			
Production Access Hours:		Total Access Hours:	
<u>Other Information</u>			
Will this event to be ticketed through the Adelphi Performing Arts Center Box Office?		Y/N	
Will this event need marketing services? i.e. posters, playbill, etc.		Y/N	
<u>Hospitality Requirements</u>			
Catering/Reception?		Dressing Rooms?	
Green Rooms/Rehearsal Rooms?		Transportation?	
Do you require any technical elements for your event?			Y/N (if yes, continue to p. 2)

TECHNICAL REQUIREMENTS:
LIGHTING:
i.e. General wash, concert lighting, theatrical lighting, etc.
AUDIO:
i.e. CD/iPod playback, vocal instrument, microphones (wireless, handheld, lavalier), Q&A microphones
VIDEO:
i.e. DVD/video file playback, PowerPoint (controlled from stage or booth)
Does your video incorporate sound? (Y/N)
STAGE:
i.e. Podium, table, chairs, orchestra, setup, etc.
Are there any stage moves? (Y/N) i.e. chairs, stands, pianos, microphones, etc.
PROGRAM:
i.e. Music pieces, speeches, songs, cue sheets, etc. (Please attach pdf/Word doc if necessary)
ADDITIONAL COMMENTS:

Please forward completed form and any attachments to:

Adelphi University Performing Arts Center, 1 South Avenue, Garden City, NY 11530, Fax: (516) 877-4009

Donna Whelan, room 237
(516) 877-4927
dwhelan@adelphi.edu

Gabriel Vargas, room 229
(516) 237-4175
gvargas@adelphi.edu

Scott Zotto, room 235
(516) 237-8573
szotto@adelphi.edu

(contracts and deposits)
Angelo Gagliano
(516) 877-6042
agagliano@adelphi.edu

For Office Only:

Production Access Time:	Total Access Hours:
No. of Tech Staff:	No. of FOH Staff:

For office use only: [Next step: Cost Estimate](#)