

REQUEST FOR BOOKING

Primary booking deadline: 1/4/19
For dates between 10/1/19 to 9/30/20

Secondary Booking: any requests received after primary deadline for 19/20 season. See Booking Guidelines for details

Does Licensee have 501(c)(3) from IRS? Yes No (If yes, submit current address copy with this request.)

Licensee: _____ Primary Contact/Title: _____
(Organization responsible for the contract, as noted on 501©(3), if applicable)

Address: _____ City: _____ Zip: _____

Day Phone: _____ Mobile Phone: _____ Fax: _____

E-mail: _____ Web URL _____

Title of Show You Are Proposing: _____ Number of Performers: _____

Brief Description of Booking: _____

Please provide as many date options as possible.

First Preference: List all related dates:

Technical/Rehearsal Date(s) Estimated in/out times

Performance Date(s) Curtain time(s) each perf.

Second Preference: List all related dates:

Technical/Rehearsal Date(s) Estimated in/out times

Performance Date(s) Curtain time(s) each perf.

Third Preference: List all related dates:

Technical/Rehearsal Date(s) Estimated in/out times

Performance Date(s) Curtain time(s) each perf.

Example:

Technical/Rehearsal Date(s) Estimated in/out times

10/2 - 5/19 10am-12midnight

Performance Date(s) Curtain time(s) each perf.

10/6 & 7/19 8pm/8pm

10/8/19 2pm & 7 pm

Select the space you are requesting:

Will tickets be sold? Yes No

Estimated ticket price? _____

Public or private performances? Public Private

Publicizing your arrangement? Yes No

Pre- or post-performance activities or receptions planned?

Yes No

(If yes please fill-out a Reception Booking Request form)

Lighting needs:

Sound needs:

Someone speaking? Yes No

Prerecorded sound? Yes No

Live music reinforcement? Yes No

Will there be a set on stage? Yes No

Will you need the main curtain? Yes No

Will you need a piano? Yes No

IF YES: Grand Upright

Will you need internet access? Yes No

Center may book over any dark days within multiple-day runs.

Contact Center Booking Coordinator, 650-903-6556 for availability. Center fax: 650-962-9900

For office use only:

Arrangement type: Performing Arts Non-performing Arts Door code: _____ Date Booked: _____