

# REQUEST FOR BOOKING

Primary booking deadline: 11/25/19  
For dates between 10/1/20 to 9/30/21

Secondary Booking: any requests received after primary deadline for 20/21 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 - 5/20 10am-12midnight

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

10/6 & 7/20 8pm/8pm

10/8/20 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 or jenn@mvcpa.com for availability. Center fax: 650-962-9900

For office use only:

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