

**FRONT OF HOUSE INFORMATION**  
*Please complete and return for Each Event*

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_  
Theatre: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Curtain Time: \_\_\_\_\_ Stage Manager: \_\_\_\_\_ Phone \_\_\_\_\_

Please Describe Your Event: \_\_\_\_\_

**PERFORMANCE DETAILS**

1. How long is your show? \_\_\_\_\_ Min. Act One \_\_\_\_\_ Act Two \_\_\_\_\_
2. Is there an intermission(s)? [ ] Yes [ ] No  
(See penalty clause, Section E of User Agreement)
3. Will tickets be sold to the public? [ ] Yes [ ] No [ ] General Admission [ ] Reserved Seating  
Will event be interpreted for the deaf with ASL(American Sign Language)? [ ] Yes [ ] No  
For information contact Julie @ 263-2920 Interpreter: \_\_\_\_\_
4. Are the following allowed by Audience? Cameras: [ ] Yes [ ] No  
Recorders: [ ] Yes [ ] No
5. Video Recorded by User [ ] Name: \_\_\_\_\_ Location \_\_\_\_\_
6. Audio Recorded by User [ ] Name: \_\_\_\_\_ Location \_\_\_\_\_
7. Will your show have any special effects?(i.e. strobes, gunshots, fog, smoke) [ ] Yes [ ] No  
Please describe \_\_\_\_\_
8. Will there be a printed program? (**Programs delivered by 4pm day of show**) [ ] Yes [ ] No  
Patron Information (copy attached or available on our website @ <http://www.alaskapac.org/Patrons.aspx> )  
must be included, see Section F of User Agreement
9. Will any show participants need to get into the Audience? [ ] Yes [ ] No
10. Will an audience member need to get onto the stage? [ ] Yes [ ] No
11. Security for event provided by \_\_\_\_\_ # \_\_\_\_\_

**ASSOCIATED ACTIVITIES**

1. Does your Event include a pre or post show reception? [ ] Yes [ ] No  
Time: \_\_\_\_\_ Location: \_\_\_\_\_
2. Will there be merchandise sold in the lobby? [ ] Yes [ ] No  
**See User Agreement, Section D, 5.**  
Seller \_\_\_\_\_ Need Seller Assistance? [ ] Yes [ ] No  
Table and Chair requests for Merchandise \_\_\_\_\_  
Table and Chair requests for Information/displays \_\_\_\_\_
3. Does your Event include a pre/post show activity(ie...signing, meet n greet? [ ] Yes [ ] No  
Time: \_\_\_\_\_ Location: \_\_\_\_\_

Please return this completed form to the Alaska Center for the Performing Arts, 621 West 6th Ave., Anchorage, AK. 99501, fax @ 263-2927 or email [jmillington@alaskapac.org](mailto:jmillington@alaskapac.org) ASAP. Please contact the Vice President, Julie Millington at (907) 263-2920 or email all updates for each event no later than thirty days prior to your event. Forms are also available on our website @ <http://www.alaskapac.org/FacilityRentalInfo.aspx> .

Thank You!