



## EVENT INFORMATION FORM

Please fill out each section accordingly. The events office will not accept forms that are not complete.

If you have any questions please contact:  
**roxytheatregroup@gmail.com**

### CONTACT INFORMATION

Organization: \_\_\_\_\_

Commercial / For-Profit

Non-Profit

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (office): \_\_\_\_\_ Phone (mobile): \_\_\_\_\_

Email: \_\_\_\_\_

### EVENT INFORMATION

Event Name: \_\_\_\_\_

#### TYPE OF EVENT:

- Theatre (Non-Musical)
- Theatre (Musical)
- Concert
- Dance
- Music
- Film
- Meeting/Conference
- Graduation
- Exhibit
- Other: \_\_\_\_\_

#### RENTAL SPACE:

- Black Box Theatre)
- Lobby
- East Park
- Other: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Length of Event (hrs): \_\_\_\_\_

Intermission (YES/NO): \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

## TICKET INFORMATION

- Sold to Public
- Free to Public
- Sold by Invitation Only
- Private/Invitation Only

## LIGHTING INFORMATION

- I do not need any lighting
- I will use WCAC standard lighting
- I will be using additional lighting equipment

## SOUND INFORMATION

Will you need any audio playback? (Music/Announcements)

- I do not need any sound
- I will use WCAC standard sound amps
- I will be using additional sound equipment

Will you need any microphones?

- I do not need any microphones
- I will need \_\_\_\_\_ wireless handheld microphones
- I will need \_\_\_\_\_ wireless headset microphones
- I will bring my own microphones

Will there be live music?

- Yes
- No

If Yes, please list the instruments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ADDITIONAL INFO

Please attach the following:

- A description of your event
- Tax Exempt Status (if applicable)