

**BCPA Event Worksheet**  
**Rev. 7/10/17**  
**(PDF Version)**

Please, submit typed or clearly handwritten. (Please, add additional documents and notes as needed.)

**Company Information**

Event Name and Number:		Event Date	
Contracting Organization:			
Contracting Organization's Phone:		Contracting Organization's Fax:	
Contracting Organization's Email:			
Contracting Organization's Address:			

**The administrative contact has authority to enter into a legally binding contract with BCPA on behalf of the organization above.**

Name of Administrative Contact:		Phone of Administrative Contact:	
Email of Administrative Contact:			

**The production contact is a person with knowledge of the technical requirements for the event.**

Name of Production Contact:		Phone of Production Contact:	
Email of Production Contact:			

**Status and Demographics** (Subject to identification of status with Maryland and IRS or Non-Profit Secretary of State).

Is the contracting organization?	<b>For Profit</b>	<input type="radio"/>	<b>Non Profit</b>	<input type="radio"/>
Is the contracting organization's headquarters physically located in?	The City of Bowie	<input type="radio"/>	Prince Georges County	<input type="radio"/>
Does the contracting organization have a physical location within?	The City of Bowie	<input type="radio"/>	Prince Georges County	<input type="radio"/>

**Business References** (References are not required for JUA partners and are only required from others if they have not held a BCPA event in the last 18 months).

Name of Reference:		Name of Reference:	
Phone Number of Reference:		Phone Number of Reference:	
Email of Reference:		Email of Reference:	

**Please provide the venue contact from at least one recent event**

Name of Venue:			
Address of Venue:			
Name of Contact:			
Phone of Contact:		Email of Contact:	
Fax Number:			

**Event Information**

- Dance Performance
- Music Concert
- Lecture/Conference/Assembly
- Other
- Dramatic Theatre
- Film
- Variety Show
- Musical Theatre
- Workshop
- Art Exhibit

Ticket Price:

Estimated Attendance of Event:

**Facility Use**

- Main Hall: *(Includes use of lobby, greenroom, star dressing room, and scene shop. Gallery space is subject to availability).*
- Recital Hall: *(Use of lobby, greenroom, star dressing room, scene shop, and Gallery space is subject to availability).*
- Lobby:
- Gallery Space

**Estimated Company Members**

**Children**

Elementary Age:	
Middle School Age:	
High School Age:	
<b>Total Children:</b>	
Adult Performers:	
Production Staff:	
<b>Total Company:</b>	

**Chaperone Information**

**All minor children under the age of 18 must be in the physical presence of an adult at all times in any and all rooms.**

**BCPA requires one adult chaperone for every 6 kindergarten students, one chaperone for every 15 students from 1-6th grades, one chaperone for every 20 middle school students, and one chaperone for every 25 high school students.**

**Please, see the production handbook for specific chaperone policies. (see [www.bowiecenter.org](http://www.bowiecenter.org))**

**Technical Equipment Needs**

Stage/Set	Quantity	Fee
<input type="radio"/> Dance floor		\$250
<input type="radio"/> Orchestra shell		\$200
<input type="radio"/> Orchestra Pit		Varies
<input type="radio"/> Table/chair set up	<input style="width: 60px; height: 25px;" type="text"/>	No fee
<input type="radio"/> Table cloth and skirt	<input style="width: 60px; height: 25px;" type="text"/>	No fee
<input type="radio"/> Additional rigging		\$50
<input type="radio"/> Grand Piano		\$100
<input type="radio"/> Grand Piano tuning	<input style="width: 60px; height: 25px;" type="text"/>	\$150
<input type="radio"/> Lectern		No fee
<input type="radio"/> Conductor's Podium		No fee

Sound	Quantity	Fee
<input type="radio"/> Wireless Microphone/stand	<input style="width: 60px; height: 25px;" type="text"/>	\$50
<input type="radio"/> Non Repertory sound setup/restore		varies

Lighting	Quantity	Fee
<input type="radio"/> Non Repertory light hang/restore, programming		varies
<input type="radio"/> Programming		varies
<input type="radio"/> Follow spot <i>(up to three)</i>	<input style="width: 60px; height: 25px;" type="text"/>	\$25 each
<input type="radio"/> Fog machine		\$25
<input type="radio"/> Haze machine		\$25
<input type="radio"/> Star curtain		\$250

**Projection**

- Video Projection \$50

