



EVENT WORKSHEET

Instructions

Please note that this form is the basis for generating an Event Agreement. The more information that you can give, especially in terms of dates, times, and audience estimates, the more accurate our pricing will be. Inaccurate information or incomplete forms may lead to inaccurate estimates and may be rejected by the Center.

Section I: Company Information

Event: This can be a working name or the actual title of the event. To avoid confusion with calendar listings and publicity, please ensure that BCPA is aware of any working titles.

Organization: The contracting group or individual. This will be used in the Event Agreement.

Street Address: This information and other contact information are used both in the Event Agreement and in our event database in case the Center needs to contact an event.

Email: The Center uses email to send forms such as contracts, riders, and invoices using Adobe PDF files. Users will need a valid email address and software capable of displaying and printing such forms.

Administrative Contact: The first name listed should be the primary point of contact for the Center to use for administrative issues and must be a person legally eligible to enter into a contract on behalf of the contracting organization.

Production Contact: The first name listed should be the primary point of contact for the technical and production needs of the event.

Section II: Status and Demographics

The Center uses this information to determine which fee schedule to apply to an event. Non-profit and residency information is subject to verification.

Section III: References

References are required from users and organizations that have not held an event at the BCPA within the previous eighteen months. References should be familiar with a production sponsored by the contracting organization. Additionally, the contact information for a recently used venue must be provided. If you cannot provide this information, please contact the Center directly. Entities affiliated with Prince George's County Public Schools, the Maryland-National Capital Park and Planning Commission, or sponsored by the City of Bowie should contact the Center directly and inquire as to whether or not references are necessary.

Section V: Event Information

Event Type: Indicate what type of performance you wish to present at BCPA. The more specific you can be the better able the Center staff will be able to assist you with your event.

Ticket Price(s): Estimates are fine here. Ticket pricing does not affect rental rates.

Attendance Estimate: The Center uses this information to determine ticketing and seating requirements as well as staffing needs.

Section VI: Facility Use

Please indicate which spaces within BCPA the organization wishes to occupy. This includes any use for any purpose (i.e. rehearsals, holding areas for groups with large numbers of performers, dressing areas, equipment storage, etc).

Section VII: Company Members and Chaperone Information

Please list the number of company members and their respective age ranges. BPCA requires the presence of an appropriate number of adults to supervise all events. Please note the BCPA chaperone policies.

Section VIII: Technical Equipment Needs

Though this section does not include all types of equipment for use in the facility, it provides a list of items which can affect the rental cost of the facility. Please feel free to use additional pages to explain your technical needs.

Section IX: Tentative Schedule in Chronological Order

The Center charges hourly rental fees. We estimate these for the Event Agreement based upon what is entered here. While the Center will invoice users for any time overages, accuracy is paramount.

Notes:

- The Center requires a rehearsal for any event for which we are providing lighting or sound support.
- All rentals are a minimum of four hours.
- Your load-in and setup begin at the time indicated on the EVENT AGREEMENT. If you have items that need to be completed before your arrival, make sure they are approved well in advance and listed the Event Agreement or a rider.

Description of Event: Some users don't want or need help and, beyond ensuring ourselves that the Center can handle their requests, we leave them alone. Some events, on the other hand, want our expertise and experience. We give it gladly, but we're not mind-readers. The more you can tell us about your event, the easier it is for us to tell which type of user you are and, more importantly, to ensure that everyone is on the same page in terms of expectations.

Please always feel free to contact Center staff with questions.

- Technical Director: Kerry Brandon, (301) 805-6896, kerry.brandon@pgcps.org
- Publicity and front-of-house: Mary Nusser, (301) 805-6880 x23, mary@bowiecenter.org
- General messages: Clara Rogers, (301) 805-6880 x25, clara@bowiecenter.org
- Executive Director: Gerald George, (301) 805-6895, gdgeorge@bowiecenter.org

Event Worksheet

revised 05/2013



Company Information

| | | | |
|-------------------------------------|--|---------------------------------|--|
| Event Name | | | |
| Contracting Organization: | | | |
| Contracting Organization's Phone: | | Contracting Organization's Fax: | |
| Contracting Organization's Email: | | | |
| Contracting Organization's Address: | | | |

The administrative contact must have 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 must be a person with knowledge of the technical requirements for the event and authorized to make artistic / technical decisions on behalf of the production.

| | | | |
|------------------------------|--|------------------------------|--|
| Name of Production Contact: | | Phone of Production Contact: | |
| Email of Production Contact: | | | |

Status and Demographics

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

References

(Note: References are not required for JUA partners and are required from others if they have not held an event at BCPA within the last 18 months).

| | | | |
|----------------------------|--|----------------------------|--|
| Name of Reference #1: | | Name of Reference #2: | |
| 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: *(Subject to event availability).*
 Gallery Space *(Subject to event availability).*

Estimated Company Members

Children

| | |
|--------------------|----------------------|
| Elementary Age: | <input type="text"/> |
| Middle School Age: | <input type="text"/> |
| High School Age: | <input type="text"/> |
| Total Children: | <input type="text"/> |
| Adult Performers: | <input type="text"/> |
| Production Staff: | <input type="text"/> |
| Total Company: | <input type="text"/> |

Chaperone Information

All children under the age of 18 must be in the presence of an adult at all times.

An adult must be physically present in any room used by children.

Please see the production handbook for specific chaperone policies.

Technical Needs (Additional costs may apply)

| Stage/Set | Quantity | Sound | Quantity |
|---|----------------------|---|----------------------|
| Dance floor <input type="radio"/> | | Wireless microphone/stand <input type="radio"/> | <input type="text"/> |
| Orchestra shell <input type="radio"/> | | Non-repertory sound setup/restore <input type="radio"/> | |
| Orchestra pit <input type="radio"/> | | | |
| Table/chair set up <input type="radio"/> | <input type="text"/> | Lighting | |
| Table cloth and skirt <input type="radio"/> | <input type="text"/> | Non-repertory light hang/restore, programming <input type="radio"/> | |
| Additional rigging <input type="radio"/> | | Programming <input type="radio"/> | |
| Piano <input type="radio"/> | | Follow spot <i>(up to three)</i> <input type="radio"/> | <input type="text"/> |
| Piano tuning <input type="radio"/> | <input type="text"/> | Fog machine <input type="radio"/> | |
| | | Haze machine <input type="radio"/> | |
| Projection | | Star curtain <input type="radio"/> | |
| Video projector <input type="radio"/> | | | |

