

**Strand Center for the Arts
Facilities Request for Events and Performances**

Thank you for your interest in bringing your program to the Strand Center for the Arts! To complete this form, please enter in your information, save it to your computer and email it as an attachment to: events@plattsburgharts.org. Our staff will review and respond to your request within 5 business days.

About Your Event or Performance

Proposed Title: _____

This is a: Rental Request Presenting Request

Event Date and Time (ie. May 15th from 7-9pm, mid-May or evening): _____

Length of Event (total hours for set up, event, take down): _____

Is a dress rehearsal required? Yes No

 First choice for dress rehearsal (date and time): _____

 Second choice for dress rehearsal (date and time): _____

Number of Performers: _____

Expected Attendance: <100 100-250 50-400 500+

Technical Needs: Stage lights Sound Stage Chairs Piano (will incur a tuning charge)
 Other: _____

Box Office: Need SCA staff assistance Will staff ourselves Other: _____

Estimated Ticket Price: <\$10 \$10-20 \$20-30 \$30-40 \$40+

About You

Name of Organization: _____

Type of Organization: Non-Profit For Profit

Primary Contact Person: _____

Primary Contact's Phone Number: _____

Primary Contact's Email Address: _____

Primary Contact's Mailing Address: _____

Additional Comments

Please use this space to provide clarification for previous responses or to provide any additional information needed to help us better understand your event or performance.