Soka Performing Arts Center | Soka University of America
Application & Event Information Worksheet

Please fill out this form as completely as possible and send to rpierce@soka.edu or call 949-480-4014.

Space Requested: □ Concert Hall □ Black Box Theatre

Type of Event: □ Music Concert □ Dance Performance □ Theatre Performance □ Other: ________________

Event Name: ________________________________________________________________________________

Description of Event: ___________________________________________________________________________

Organization: ________________________________________________________________________________

Contact: ________________________________________________________________________________

Address: ________________________________________________________________________________

City/St/Zip: ___________________________________________ Email: _______________________________

Phone #’s: _______________________ Cell: _____________________ Fax: _____________________

Rehearsal Date(s): ________________________________ Rehearsal Time(s): ______________________

Event Date(s): ___________ Curtain Time(s): ___________ Bldg. Open: __________ Close: __________

Will there be an Intermission? □ NO □ YES Duration = ________ minutes

Will there be a reception? □ NO □ YES: □ Preshow: Start Time________ □ Postshow: Duration________

No. of Performers: ____________ Estimated Attendance/Show: ________________

CONCERT HALL

Stage: □ Quasi-Thrust Configuration* □ Concert Configuration □ Thrust Configuration
□ Black Traveler* –OR– □ Cyclorama* □ 1 set of Black Legs* (Line#2) □ 1 set of Black Legs (Line#1)*
□ Concert Style General Light* □ Theatre Style w/ multiple looks □ Complex Stage Lighting
□ Steinway D Concert Grand Piano □ Yamaha CFX Concert Grand Piano
□ Choir Risers for ___ Singers* □ Music Stands (#___)* □ Musician Chairs (#___)* □ Conductor’s Podium*
□ Stand Lights (#___)* □ Carpet* □ Dance Flooring □ Stage Power (#of outlets_______)*
□ Speaker’s Podium w/Mic* □ Mics* (#__ Type _____) □ Mics* (#__ Type _____) □ CD/MP3 Playback*
□ Projection Screen (Lg.)* □ Projection Screens (Sm.) □ DVD/PowerPoint playback & projector*
□ Complex Sound Reinforcement □ Details: _________________________________________________
□ Video Recording Requested □ Tables (#_______) on stage* □ Chairs (#___) on stage (not for musicians)*
□ Other needs: ___________________________________________________________________________

BLACK BOX THEATRE

□ Black Traveler* –OR– □ Cyclorama (required for DVD/PowerPoint/Video playback)*
□ Concert Style General Light* □ Theatre Style Lighting with multiple looks □ Complex Stage Lighting
□ Yamaha CFIII Concert Grand Piano
□ Music Stands (#___)* □ Musician Chairs (#___)* □ Conductor’s Podium*
□ Speaker’s Podium w/Mic* □ Mics* (#__ Type _____) □ Mics* (#__ Type _____) □ CD/MP3 Playback*
□ DVD/PowerPoint playback & projector* □ Video Recording Requested
□ Complex Sound Reinforcement □ Details: _________________________________________________
□ Tables (#_______) on stage* □ Chairs (#___) on stage (not for musicians)*
□ Other needs: ___________________________________________________________________________
Tickets

- Reserved (Complete ticket information form.)
- Unreserved
- Ticket Cost(s): ______________________________________
- No tickets (Private functions only, subject to SokaPAC approval)

All ticket sales are required to go through Soka Performing Arts Center Box Office and the Tickets.com/ProVenue ticketing system.

Lobby

- Tables (#_______)
- Chairs (#_______)

Please include all tables and chairs required for merchandise, artist meet & greet, catering or other needs. Soka Performing Arts Center will provide up to six (6) 6’x30” rectangular tables and twelve (12) chairs at no additional cost to the client/user. NOTE: Soka PAC Does NOT provide Table Coverings

Merchandise/Artist Meet & Greets

- Merchandise for sale?: ☐ NO ☐ YES:
- Sales by: ☐ Client ☐ SokaPAC ☐ Outside Vendor: ________________________________
- Will artist(s) come out to the lobby to greet audience/sign merchandise?
- NO ☐ YES:
- Preshow ☐ Intermission ☐ Postshow
- Who/How many will be coming to lobby? ______________________________________

Catering/Concessions

- Requesting Alcohol Service (note: limited availability!): ☐ NO ☐ YES
- Concessions: ☐ NO ☐ YES:
- Vendor: ☐ On-campus (Bon Appetit) ☐ Outside Vendor: ________________________________
- Additional Catering Info: __________________________________________________________

Front of House Staffing

- Usher Staffing by: ☐ Client ☐ SokaPAC
- Box Office Staffing by: ☐ Client ☐ SokaPAC

Staffing by Client or Outside User will require training time to become familiar with Soka Performing Arts Center operations. Contact the Patron Services Manager to arrange training and staffing details.

I have read, understand, and agree to comply with the policies governing the use of the Soka Performing Arts Center.

Signature of Applicant: ________________________________ Date: _______________

FOR OFFICE USE ONLY

☐ Date(s) Available
☐ Approved for Use by: __________
☐ Rental Fee (circle one) $3000/$7500 Hourly/OT Fee - (circle one) $375/$950 (#hrs.__)
☐ Spot(s) - $200 ea. (#___) ☐ Reconfig. Fee $600.00 (to_______)
☐ Piano Deposit - $500 ☐ Extra Lighting - rental fee _________
☐ Std. Tuning - $225 ☐ Extra Sound - rental fee _________
☐ Other Charges: ________________________________

*Items included in the basic rental fee