

**Performing Arts Center, California State University, Northridge
Licensee Event Deadlines & Checklist—Student–sponsored Events**

**PLEASE NOTE:
Your event is subject to cancellation
for failure to meet deadlines!!**

✓	Activity/Description	Schedule	Due Date	Submit to/contact
	Reservation Fee (Deposits #1 & 2) [Full facility fee per date requested, payable by Service Requisition from Associated Students account]	Due no fewer than 5 business days after establishment of tentative dates. [Scheduling of dates happens after evaluation/ approval of licensee application.]		PAC Business Systems Coordinator CSUN Performing Arts Center 18111 Nordhoff St. Northridge, CA 91330–8393
	Contract Package:	[Typically, distributed to licensees 45 days prior to event]		
	Three (3) copies of “Agreement”	Generally, due 10 business days from contract date, but under no circumstances fewer than 10 business days prior to first scheduled use of the facility.		Kathy Nixon, Operations Manager CSUN Performing Arts Center 18111 Nordhoff St. Northridge, CA 91330–8393
	House Rules:	Due 10 business days from contract date [must accompany contract agreement]		Kathy Nixon 818/677–5771
	Ticket Office Guidelines Ticketing Request Form House Seating Schematic	Due 10 business days from contract date [must accompany contract agreement]		Kathy Nixon 818/677–5771
	Insurance Forms [if/as applicable]	Due 10 business days from contract date [must accompany contract agreement]		Kathy Nixon 818/677–5771
	A.S. Payment Requisition [In amount indicated on the licensee agreement as Deposit #3]	Due 10 business days from contract date [must accompany contract agreement]		PAC Business Systems Coordinator Performing Arts Center 18111 Nordhoff St.
	Parking Request	Due 10 business days before event date		Kathy Nixon [or Fax to 818/677–5472]
	Publicity Materials [Please see “Agreement” (Section 25) for specific language required on all printed materials.]	Must submit all publicity materials for approval 45 days prior to event.		Kathy Nixon 818/677–5771

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	Technical Requirements Meeting	Licensee must make contact prior to 3 weeks before your event to discuss technical needs. See “House Rules” for more information.		Gary Richardson, Technical Director 818/677-7684
	House Requirements Meeting	Licensee will meet the PAC House Manager no fewer than 10 business days prior to event to arrange lobby or other event house needs. [No last minute requests for lobby usage will be permitted.] See “House Rules” for more information.		Emory Rundle, House Manager 818/677-5776
	Video/Audio Recording	House Manager and Technical Director must be informed of the intent to record no fewer than 10 business days prior to event.		Emory Rundle 818/677-5776 Gary Richardson 818/677-7684
	Backstage Access [Subject to approval by PAC technical/house staff]	A list of no more than ten (10) guests, must be provided to the House Manager and Technical Director no fewer than one week prior to the event. See “House Rules” for more information.		Emory Rundle 818/677-5776 Gary Richardson 818/677-7684

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	Special Requests/Requirements:		[May be applicable depending on your event plans]	
	Ticket Consignment Request [Subject to the terms of the Ticket Office Guidelines. <i>Note: those licensees choosing PAC—Option 1 are required to take consignment of all tickets.</i>]	Should be submitted no fewer than 3 business days prior to desired pickup date. Under no circumstances will tickets be consigned within 48 hours of the event. [Licensee will be contacted when tickets are ready for pickup.]	variable	Kathy Nixon 818/677-5771
	Permits [as required by law or by university agreement]	Must be submitted no fewer than 10 business days prior to first scheduled use of facility		Kathy Nixon 818/677-5771
	Lobby Merchandising [Subject to approval; PAC shall receive 20% of gross sales]	Requests must be made 10 days prior to the event		Emory Rundle 818/677-5776