

Student-Produced Events

Application for **YSNC** Facility Use & Event Information Form

Thank you for your interest in presenting your event at Younes and Soraya Nazarian Center for the Performing Arts (YSNC) facilities of California State University, Northridge. In preparation for our first meeting regarding your event, please read and complete this form. The form has been developed to assist in the planning of your event and to aid YSNC in providing you with an estimate of necessary fees and other expenses.

For an event to be considered for approval, complete ALL sections prior to submitting the Application and Event Information Form. When complete and both required signatures have been obtained, please send to Mail Drop #8448 or fax to 818-677-8880. If you have any questions please call YSNC Administrative Offices at 818-677-8850.

Requested Venue Facility: **The Soraya** (capacity = 1,621) **Plaza del Sol Performance Hall** (capacity = 494)
(Select One)

Today's Date: _____

NAME OF UNIVERSITY RECOGNIZED STUDENT CLUB OR ORGANIZATION:

Primary Student Producer

(Person in charge of overall event)

Name: _____

Cell Phone: _____

E-mail: _____

Student Production Manager

(Person in charge of technical aspects of event)

Name: _____

Cell Phone: _____

E-mail: _____

University Advisor

(Must be current CSUN Faculty / Staff)

Name: _____

Title: _____

Phone: _____

E-mail: _____

Mail Drop: _____

SOURCE OF FUNDING FOR EVENT:

Own Student Organization*

University Student Union

College Department

Representative Name and Title (Signatory for Facility Use Agreement): _____

Phone: _____

E-mail: _____

Mail Drop: _____

*Do you have an account with Associated Students? ___ No ___ Yes

If yes, please checkmark which type(s): Budget Agency

PROPOSED EVENT NAME: _____

Proposed Date(s) of Event (Please list desired date(s) and two alternative dates):

Date(s): _____ Alternate(s) #1: _____ Alternate(s) #2: _____

START TIME(S) DAY #1: (1st) _____ (2nd) _____ **Time of Access:** _____ **Vacate By:** _____

START TIME(S) DAY #2: (1st) _____ (2nd) _____ **Time of Access:** _____ **Vacate By:** _____

Will there be additional dates for tech and/or rehearsal required? ___ No ___ Yes If yes how many? _____

TECH / REHEARSAL DATE(S): _____ **Time of Access:** _____ **Vacate By:** _____

TECH / REHEARSAL ALTERNATE(S): _____ **Time of Access:** _____ **Vacate By:** _____

TYPE OF EVENT (Choose one):

Theatrical Dance Concert Public Speaker Other _____

GENERAL EVENT INFORMATION

Brief Description of Event: (What other activities are planned aside from the performance? Are there any security concerns? Is the event a fund-raiser? Etc.)

How many people do you expect in attendance? _____

What is the total number of participants in the production (on-stage and off)? _____

Will you need Special Backstage Parking Passes? _____ No _____ Yes If yes how many? _____

FRONT OF HOUSE

Front of House Schedule and Activities:

Typically we open the lobby (1) hour prior to start time and the house a (½) hour prior to start time. Do you anticipate this schedule working for you? _____ Yes _____ To Be Determined

Is there an intermission? _____ No _____ Yes If yes, how long? _____

Running Time of Show (including intermission(s), if any): _____ hrs. _____ min.

Will there be a printed program to be distributed to all patrons? _____ No _____ Yes

Will you be bringing merchandise to sell? _____ No _____ Yes
*YSNC retains 20% commission on all merchandise sales in addition to sales tax, and staffs a seller

For a flat service fee, the concessions stand may be staffed and stocked. Would you be interested in learning more about this service of concessions sales at the event? _____ No _____ Yes

Please describe your lobby set-up needs and activities, if any. (I.e. How many tables and chairs will you need? Do you have any signage to display?):

TECHNICAL REQUIREMENTS

LIGHTING: Briefly describe your lighting needs for the stage (i.e. "A general wash of lighting on the stage in three colors with some special lights focused in certain areas.")

Will you need follow-spot lights? _____ No _____ Yes

SOUND

How many microphones will you need? _____

Will you have live musicians? _____ No _____ Yes

If yes, please describe:

Will you have pre-recorded music? _____ No _____ Yes

AUDIO / VISUAL

Will you use the house projector and screen? _____ No _____ Yes

If yes, please describe (slideshow, movie, etc...):

THEATRE & STAGE CONFIGURATION

Please describe your general stage set-up. (I.e. "There will be one set with some pieces that move on and off stage.", "Stage set for a 5-piece band with risers for the drum set.")

TICKETING

Seating: _____ Reserved _____ General Admission

(Select one)

Is your event free? _____ No _____ Yes

If No, will you be interested in selling pre-printed tickets on consignment? _____ No _____ Yes _____ TBD

General Ticketing Information

For purposes of liability and crowd control, tickets for your event(s) must be printed by the Ticket Office. Only the Ticket Office and Ticketmaster tickets will be accepted for admission to the event. Every patron in the auditorium (regardless of age) must have a ticket. YSNC operations may retain a minimum number of house seats. Tickets may go on-sale only after rental agreement and all contractual documents have been fully executed.

MARKETING AND ADVERTISING

Advertising Requirements: *Please note that YSNC Operations must approve all marketing materials prior to release.*

How and where will your event be advertised and promoted?

GENERAL POLICIES

SIGNATURE

I certify that the preceding information is complete and accurate. By signing, I agree that both the University Advisor and Student Producers will be held responsible for adhering to all YSNC rental policies and timelines. Additionally, by signing, the University Advisor is committing to provide support, guidance and accountability to the student group through the entirety of the rental process. I understand that this questionnaire is not a legal contract and that the information is for use by Younes and Soraya Nazarian Center for the Performing Arts Facility Operations to evaluate the needs and feasibility of the proposed event. It is subject to the approval of Younes and Soraya Nazarian Center for the Performing Arts Facility Operations and does not obligate either Younes and Soraya Nazarian Center for the Performing Arts or the applicant or confirm acceptance of the applicant or the event by Younes and Soraya Nazarian Center for the Performing Arts.

Student Officer Signature Date

University Advisor Signature [Required] Date

Print Name, Title

Print Name, Title