



Schuler Performing Arts Center Press Pack

2017

Event Details

Event Title _____ Event Date(s) _____

Presented by _____ Reference # _____

Event Length: 1st half _____ 2nd half _____ Event Start Time _____

Event Contact _____ Contacts Phone _____

Contacts Email Address _____

Doors typically open 30 min. prior to the event start time. Other arrangements must be noted on this document. _____

Intermission? Y ___ N ___ length of intermission requested: _____

Recording Devices Allowed: ___ Video ___ Audio ___ Flash ___ Camera - no flash

Event Ticketing

___ General seating with ticket ___ General seating free ___ Reserved seating

___ Other _____

Admittance

Ticket pricing: Adult \$ _____ Senior \$ _____ Student \$ _____

Age category: Adult _____ Senior _____ Student _____

Babies in arms: ___ Allowed free ___ Discouraged

Children: Under _____ discouraged Under _____ not allowed

(Any restrictions will be noted as *producer's preference*)

Ticket Outlets

_____	Phone	_____
_____	Phone	_____
_____	Phone	_____

Brief Description of this Event

May be used in NIC communications (when space is available).

IMPORTANT: The information within this document will be used for scheduling staff and support resources. Any changes to the event: such as time of event or additional times or spaces requested must be submitted to the S-PAC Operations Manager.