

# CALABASAS HIGH SCHOOL – C-PAEC Event Request

This form is for any event or fundraiser held in the Performing Arts Education Center. It must be completed and emailed to Lorrie Thompson to begin the Approval Process that will place your event on the CHS Site and C-PAEC calendars.

Added to PAEC Calendar:

Today's Date:

Event Name: \_\_\_\_\_

Rehearsal Date(s):

Rehearsal Time(s):

Performance Date(s):

Performance Time(s):

Event Sponsor: \_\_\_\_\_ Email: \_\_\_\_\_ Cell: \_\_\_\_\_

LVUSD Sponsor: \_\_\_\_\_ Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Outside Event      School Event      Admin Approval Signature: \_\_\_\_\_

Event Description:   
Ticketed  
  
Not Ticketed

Event Location:      MainStage Theater (up to 680 seats)      Black Box Theater (up to 100 seats)

Black Box Set Up:

Anticipated Attendance per show:      Price per ticket:      # people backstage:

Please make Settlement Check Payable to: \_\_\_\_\_

Notes:

### Required Signatures in Order As They Apply To Your Event

	Signature	Date
Sponsor: _____	_____	_____
Initial Calendar Clearance: _____	_____	_____
PAEC Calendar Clearance: _____	_____	_____
Passed by Student Gov't: _____	_____	_____
Administrative Approval: _____	_____	_____

Once completed, please email this form to Debbie Hoisch at [dhoisch@lvusd.org](mailto:dhoisch@lvusd.org). Thanks.