

Agoura High School A-PAEC Event Request Form



Here's a step-by-step breakdown for booking an event in The Performing Arts Education Center:

In the past, forms were processed manually. Now forms will be filled out and processed digitally.

WARNING: If you're working on a Mac, this form will not work in Apple's *Preview* program. Please make sure you have *Adobe Reader X (Version 10.1.8)* installed on your computer. To download *Adobe Reader X (Version 10.1.8)*, click here:

<http://www.adobe.com/products/reader.html>

Here's how it will work:

- 1) Open the form in the correct version of *Adobe Reader X*. (Make sure you're not in *Preview*.)
- 2) Fill out the form by typing all the relevant info into highlighted boxes.
- 3) When you're finished, click on the **"Sign"** icon in the upper right-hand corner of the software window.
- 4) In the column that appears, click on the **"Place Signature"** icon.
 - a) If you have saved a signature in Adobe Reader, it will appear. Drag it down to the correct signature box and click again to "sign" the form. Be sure to include the date.
 - b) If you have not saved a signature in Adobe Reader, follow the instructions that appear after you click on the "Place Signature" icon. Be sure to include the date.
- 5) After you sign the form, click on the **"Signed. Proceed to Send"** icon in the column on the right.
- 6) Click on the **"Save a Copy"** icon in the column on the right. (Please DO NOT "Send via Email", "Send via Fax", or "Get Others to Sign".)
- 7) Title and Save the Completed Form on your computer. This will embed all your event details onto the form.
- 8) Attach the form you saved on your computer to an email and send it to Janice Cohen at jcohen@lvusd.org so she can check your dates against the Site Calendar.
- 9) If your dates work, Janice will "sign" the form and email it to the next person who's signature is required, who will follow steps 2 and 3 to move the form along through the process.
- 10) Once the form reaches the Assistant Principal for Administration approval, the AP will sign the form (as per Steps 3 – 7) and then email the finalized form to Janice Cohen, who will put your event on the Site Calendar and send the form to the PAEC Theater Manager to complete the process.

AGOURA High School – A-PAEC Event Request Form

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

Added to Site Calendar:

Today's Date:

Event Name:

Rehearsal Date(s):

Rehearsal Time(s):

Performance Dates(s):

Performance Time(s):

Event Sponsor Information

Sponsor:

Email:

Cell Phone:

Event Description:

LVUSD Event

Outside Group

Event Location: PAEC MainStage Theater (up to 686 seats) PAEC Black Box Theater (up to 100 seats)

**Black
Box
Set-Up:**

Anticipated Attendance per Show:

Ticket Price(s):

of people backstage:

**Additional
Comments:**

Required Signatures in Order As They Apply To Your Event

Signature

Date

Sponsor:

Initial Calendar Clearance:

PAEC Calendar Clearance:

Plant Manager:

ASB President:

ASB Advisor:

Administrative Approval:

Once this form has all the required signatures, please email it to Janice Cohen at jcohen@lvusd.org.