Calabasas High School
PAEC Event Request Form

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

PAEC EVENT REQUEST FORM

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* installed on your computer. To download *Adobe Reader X*, click here:

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

Here's how it will work:

1. Open the form in *Adobe Reader X*. (Make sure you're not in *Preview*.)

2. Fill out the form. You may need to click on the SIGN ICON in the upper right corner of your screen, then click on ADD TEXT in order to type onto the form. Then "sign" the form.

   To sign the form, click on the SIGN ICON in the upper right corner of your screen. Type your name into the space that pops up. Then drag your "signature" to the correct signature line on the form. After that, click on DONE SIGNING.

3. Save the form on your computer. This will embed your event details onto the form.

   WARNING: After you have saved the form, *Adobe Reader X* will ask if you'd like to upload and email the form.

   DO NOT UPLOAD THE FORM. THIS STEP IS TO BE TAKEN ONLY BY THE LAST PERSON TO SIGN THE FORM, WHICH WILL BE THE ADMINISTRATION APPROVAL SIGNATURE.

4. Attach the form you saved on your computer to an email and send it to Lorrie Thompson at lthompson@lvusd.org so she can check the dates against the Site Calendar.

5. If your dates work, Lorrie 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.

6. Once the form reaches the Assistant Principal for Administration approval, the AP will sign the form (as per Step #2) and then upload it (as referenced in Step 3), locking all the signatures in place. The AP will email the finalized form to Lorrie Thompson, who will put your event on the Site Calendar and send the form to the PAEC Theater Manager to continue the process.

CALABASAS HIGH SCHOOL - PAEC Event Request

Added to Site Calendar:

Today's Date:

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 PAEC calendars.

Event Date(s): **Event Time:**

Event Name: **Sponsor:**

Event Description:

School Event

Outside Event

FUNDRAISERS

(FILL OUT THIS SECTION ONLY IF YOUR EVENT IS A FUNDRAISER)

What will the money be used for?

Anticipated income: Will you need a cash box? Yes No Total Amount:

If so, what denominations you will need? _____x $1 _____x $5 _____x $10 _____x$20

Event Location: PAEC Mainstage (up to 679 seats) PAEC Black Box (up to 100 seats)

Black Box Seating Set Up:

Number of ticket sales anticipated **Price per ticket:** **How many people backstage:**

Additional Comments

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 Lorrie Thompson at lthompson@lvusd.org. Thanks.