GEORGIA SOUTHERN UNIVERSITY
PERFORMING ARTS CENTER
GEORGIA SOUTHERN UNIVERSITY
P.O. BOX 8159
PHONE: 912.478.1451
FAX: 912.478.1480

University Department Request Form

Date Sent:

Department:

Contact Person or Person in Charge of Event:

Phone: P.O. Box: Fax:

Email:

Requested Date(s) for PAC use:

Rehearsal Date and Time:

Event Date and Time:

Event Description:

Equipment Requested:

- Podium with Microphone ☐
- Wireless Microphone ☐
- PowerPoint Projector ☐
- Additional Chairs ☐
- Tables ☐
- Orchestra Shell ☐
- To Be Determined ☐

Event will be ticketed: ○ yes ● no

Expected size of audience:

Marquee Information:

The signer of this request needs to set up an appointment with PAC Technical Staff at least three weeks prior to the event. They may be reached by telephone at 478-7920 or by email at jdavis@georgiasouthern.edu and bblackmon@georgiasouthern.edu. A $100 fee for basic theatrical lighting and sound will apply for all departmental events. Additional charges may be levied depending upon the user's need for equipment and crew. If tickets are sold, daily and performance usage fees will apply.

_____
Requestors Signature

_____
Department Chair Signature

_____
Print Name

_____
Print Name