



Florida Memorial University
Lou Rawls Center for the Performing Arts
Event Inquiry Request



(THIS IS NOT A BINDING AGREEMENT/OR A CONTRACT FOR SERVICES)

Instructions: Please complete and submit the following details for request/inquires to utilize the Lou Rawls Center for the Performing Arts (LRCPA).

Organization/Company:	_____	Date making the Request:	_____
Event Title	_____	Event Date(s):	_____
Event Contact(s):	_____	Rehearsal Date(s):	_____
Address:	_____ City, State, Zip: _____	Rehearsal Start:	_____
Phone:	_____ Cell: _____	Rehearsal End:	_____
Email:	_____ Other: _____	Contact info. for tickets:	_____
Organization Type:	Arts Org.: _____ Non-Profit: _____ For Profit: _____	Organization Age:	_____

Type of Event:	Concert: _____	Dance _____	Film _____	Play _____	Other: _____
Venue Requesting:	Main Stage: _____	Black Box: _____	Lobby: _____	Breezeway: _____	Other: _____
Pre-show access:	# of Hours: _____	Start Time: _____	End Time: _____	How long is intermission? _____	
Do you have:	A stage plot _____	Stage props _____	Backdrops _____	Other _____	
Do you have:	Powerpoint _____	Video _____	Other _____		
Do you have:	Stage Manager _____	DJ _____	Any guest performers _____	How many? _____	
Will there be:	Photographer _____	Videographer _____	Total number of performers/participants: _____		

In the box below provide a brief narrative about the event: the nature of the event, its goals, objectives, and target audience.

IN THE BOX BELOW GIVE A DETAILED DESCRIPTION OF THE EVENT'S TECHNICAL NEEDS. This includes lighting needs, sound needs, multi-media needs, stage set up, etc...

Type of Admission:	Invitation only: _____	Paid: _____	Free: _____	Ticketed: _____
Ticketing Information:	Open to public: _____	E-tickets: _____	Ticket prices: _____	To _____
Type of Seating:	Reserved: _____	Open: _____	By Seat #: _____	Audience size: _____
Lobby Requirements:	Box Office: _____	Tables: _____	Chairs: _____	Other: _____

I understand that this application is for the purpose of furnishing the Lou Rawls Center for the performing Arts with sufficient information to evaluate the Applicant and event that Applicant wishes to pursue. Information provided herein is not binding on the Center and implies no contractual relationship. Applicant certifies that the undersigned has authority to execute contractual agreements for sponsoring organization.

Person submitting this form: _____ Date: _____

15800 N. W. 42nd Avenue * Miami Gardens, Florida 33054
 Phone: 305-623-1410
 email: lrca@fmuniv.edu