

**UCLA Department of World Arts and Cultures/Dance  
Glorya Kaufman Hall  
Event Questionnaire**

**Title of Event:**

**Theater/Room:**

**Name of Dept./Organization:**

**Date(s) requested:**

**Event Time(s):** from \_\_\_\_\_ to \_\_\_\_\_      **Setup/Rehearsal times:**

*Please provide a detailed production schedule of your request on separate sheet.*

**Producer and/or Lead Contact Name:**

Tel:

Tel:

Email:

**Type of Event:**     Performance     Dance     Music Concert

Lecture     Video Screening     Conference

Reception     Master Class     Workshop    **Other:**

Please provide a **short description** of the event:

Is this open to the public?

Estimated Attendance:

Participants:     UCLA students only (UCLA ID req'd)     On campus attendees only     Open to the public

For invited or registered guests only

VIP, List name and title (elected official, dignitary, Chancellor, celebrity):

Other:

**Faculty Sponsor/Advisor/Liaison:**

Admission Costs?      Ticket prices:

Promotion:

Will this be video taped or recorded?

List on UCLA Campus calendar?

Contact name and info to list on calendar:

Food?

If yes please list caterer and setup needs:

Merchandise Sales?

**Please use the space below to provide other pertinent information not listed above:**

**Event Questionnaire**

**Page Two**

**Please provide blurb for website:** (presented by....)

**Please list all setup requirements:** (tables, chairs, sound, a/v, computer or internet connection):

**Studio/Room setup diagram:**



**NOTE**

*Receptions can only be held in designated spaces and may require special cleaning.*

*All public workshop and master class participants must sign a UCLA Waiver of Liability, Assumption of Risk, and Indemnity Agreement. All events that are videotaped and/or documented with still photography require a UCLA Film Permit. Waivers and permits available upon request. Please provide Tech Rider for events in theater spaces.*

Applicant \_\_\_\_\_ Date

Received by \_\_\_\_\_ Date

Approved by \_\_\_\_\_ Date

**Please return both pages of completed Questionnaire to:**

**Ginger Holguin**

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