**Performing Arts Unit**

**PERFORMANCE REQUEST FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of Filing | | Name of Requesting Agency Representative  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Surname First Middle* | | | | |
| \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_  *Day Month Year* | |
| Title of  Activity |  | Position | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Date/time  of Activity |  | Agency/ Office | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Venue of  Activity |  | Contact Number  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | E-mail Address  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Nature of Activity**  \_\_\_\_\_ Variety Show \_\_\_\_\_Seminar/Workshop/Conference/Symposium  \_\_\_\_\_ General Assembly \_\_\_\_\_ Celebration  \_\_\_\_\_ Awarding Ceremony \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Others (Please specify) | | | | | | |
| **Activity Details**  \_\_\_\_\_ University-wide \_\_\_\_\_ Inter municipal-wide  \_\_\_\_\_ Organization-wide \_\_\_\_\_ Inter-province wide  \_\_\_\_\_ Inter-school wide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Others (Please specify) | | | | | | |
| **Nature of Performance**  \_\_\_\_\_ National Anthem \_\_\_\_\_ Choir for Mass  \_\_\_\_\_ MPSU Hymn \_\_\_\_\_ Cultural Presentation  \_\_\_\_\_ Intermission \_\_\_\_\_ Parade  \_\_\_\_\_ Doxology \_\_\_\_\_ Others (please specify)  \_\_\_\_\_ Master of Ceremony | | | | | | |
| **Preferred group to be invited**  \_\_\_\_\_\_ Minstrels \_\_\_\_\_\_ SCAG (Student Cultural Arts Group)  \_\_\_\_\_\_ Live Band \_\_\_\_\_\_ Street Dance/ HipHop Dance  \_\_\_\_\_\_ MPSU Marching Band \_\_\_\_\_\_ Theatre Group  \_\_\_\_\_\_ Solo/ Vocal Duet \_\_\_\_\_\_\_ Contemporary Dance  \_\_\_\_\_\_ Folk Dance | | | | | | |
| **Performance Details**  Number of Performers preferred  (Please factor in 2 individuals for the coordinator and trainer) \_\_\_\_\_\_\_\_ + 2 = \_\_\_\_\_\_\_\_\_\_  Number of songs/dances: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Time allotted for requested performance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Performance Area Dimensions:  Length \_\_\_\_\_\_\_\_\_\_\_\_ meters  Width \_\_\_\_\_\_\_\_\_\_\_\_\_ meters | | | | | | |
| **Available Equipment in the venue to be provided by the Requesting Agency/ Office**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_** | | | | **Counterpart of Requesting Agency/ Office**   * Transportation * Meals * snacks * Honorarium (For external performances) | | |
| **Honorarium** (Especially for External Performances) **Note***: The honorarium shall go to the requested group (performers) to fund their training/practices and materials needed for the presentation. The honorarium shall be named to the Performing Arts Director AND the President of the Performing Arts Group.*  \_­­­­\_\_\_\_\_ Php. 3,000.00  \_\_\_\_\_\_\_ Php. 3,500.00  \_\_\_\_\_\_\_ Php. 4,000.00 and above | | | | | | |
| |  | | --- | | ***To be filled up by PAU)*** | | (Please coordinate with: | | |  | | | | |
| Contact Number: | |  | | | | |
| Preferred time for Pre-production meeting | |  | | | | |
| **STATUS OF REQUEST** | | **\_\_\_\_\_\_\_\_\_\_\_ Confirmed \_\_\_\_\_\_\_\_\_\_ Denied** | | | | |
| Remarks | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Requesting Party (Name and Signature) | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PAU Director (Name and Signature) | | | |