**Performing Arts Unit**

**PERFORMANCE REQUEST FORM**

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| 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)
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| **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  |
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| ***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) |