



Today's Date:

Event Schedule Request Form

This form is required in order to submit any production request/items **six weeks before event.**

This application serves as a request for the event schedule only. Information provided does not secure a rental space.

Rental fees information is available on the ESB-MACC website: Emma S. Barrientos Mexican American Cultural Center Rentals | AustinTexas.gov

Provide date, start time, and end time for each requested date. The ESB-MACC has a curfew of 10pm.

Events/productions will not be scheduled past the 10pm curfew. Set-up, breakdown, and clean-up is the responsibility of the renter, please account for this in your requested rental times.

K. Event Schedule & Timing								
	Date	Load In Time	Doors Open Time	Event Start Time	Event End Time	Load Out Time	Quantity of Intermissions	Duration of Intermissions
*Example Line	7/1/2021	9am	10am	10:30am	12:30pm	1pm	1	15 minutes
Load in								
1.Tech In								
2. Tech in								
3.Tech In								
1.Run-through/Dress Rehearsal								
2.Run-through/Dress Rehearsal								
3.Run-through/Dress Rehearsal								
1.Event/Performance								
2.Event/Performance								
3.Event/Performance								
4.Event/Performance								
5.Event/Performance								
6.Event/Performance								
7.Event/Performance								
8.Event/Performance								
9.Event/Performance								
10.Event/Performance								
11.Event/Performance								
12.Event/Performance								
13.Event/Performance								
14.Event/Performance								
1.Load Out/Clean Up								
2.Load Out/Clean Up								