



STUDENT PERFORMANCE REQUEST

Thank you for reaching out to the Cathedral Arts Project for a student performance at your upcoming event. Showcasing student talent is a mainstay of CAP programs, serving as a reward for students' hard work and reinforcing the self-confidence and maturity fostered in classes. CAP students are required to participate in at least two public performances annually, so requests from organizations such as yours provide essential learning opportunities for our students.

To ensure our students have a quality experience, we kindly ask that all requests be formally submitted at least 60 days before the event. Please submit form to ejohnson@capkids.org.

Organization Information

Name of Organization: _____

Mission: _____

Website: _____

How did you hear about CAP? _____

Contact Information

Name: _____

Title: _____

Phone: _____ Email: _____

Address: _____

City, State: _____ Zip: _____

Event Information

Name of Event: _____ Date: _____

Event Location/Address: _____

Type of Event: Conference Dinner/Cocktails
 Board Meeting Fundraising Event
 Breakfast/Luncheon Other _____

Start Time: _____

End Time: _____

Sponsoring Organization(s): _____

Additional Participating Organization(s) or Business/Community Leader(s): _____

Purpose of Event (Why would you like CAP to be involved?): _____

Anticipated Guest Count: _____ Audience Demographics: _____

Will the event be filmed or photographed? _____ Advertised? _____

Advertising Outlets: Social Media* Print Media E-newsletter Radio/TV Website

Event Budget: _____ Dress Code: Formal Business Business Casual Casual

**Please provide your social media handles and any hashtags you plan to use for this event.*

Performance Information

Student Start Time: _____ Student End Time: _____

Performance Request: Dance (ballet, hip hop or jazz)
 Theatre
 Music (world drums, strings, chorus or percussion)

Size of stage/performance area: _____

Will A/V equipment be provided (microphones, sound system, etc.)? _____

Will food/drink be provided for the students/teachers? _____

Will parking be provided for parents/teachers or a bus? _____

Performance Budget (teacher time, buses, meals, etc.): _____

Would you be interested in working with CAP's Chief Development Officer to identify a mutual donor that may be interested in sponsoring this performance? _____