

# Charlotte Performing Arts Center

## Guidelines for Scheduling Events

### FIRST -

#### Official School Events

- All of these are the same day/week every year - just need to move them forward from year to year.
  - o Events include: National Honor Society, Honors Convocation, etc.
- Space may be used as many days as needed.

### SECOND -

#### District-wide Band, Choir, Drama events

- These 3 Dept's all schedule at the same time.
- Dept's are basically doing the same events each year in the same day/week.
- These may have as many dates as they want with the following restrictions:
  - o Musical - max 3 weeks on stage.
  - o Play - max 2 weeks on stage.
  - o Band/Choir concert - max 1 day on stage (exception for Band Bounce (3 days) and Cabaret (3 days)).

### THIRD -

#### Athletics

- Athletics may use the Performing Arts Center two days per year for athletic banquets.
- Additional dates can be requested and granted at the beginning of each semester, if the date is still available.

### FOURTH -

#### Middle and Elementary Schools

- Each school may use the Performing Arts Center one day each year.
- Requests for additional days are handled on a case-by-case basis based on availability of the hall.

### FIFTH -

#### Performing Arts Center Management

- Mgmt may use as many days as needed to provide cultural entertainment to the community through bringing in outside talent.
- Days will be scheduled no later than the start of each semester.

### SIXTH -

Clients who live or are based in the Charlotte School District.

### SEVENTH -

Clients who live or are based outside the Charlotte School District.