



How To Submit A School Sponsored PAC Reservation Document

Follow these instructions to assist in submitting the *Performing Arts Center Reservation Document*.

PDF Form Option:

- 1) Click on *School Sponsored PAC Reservation 2020*
- 2) Fill in all requested areas. **HINT:** “Date needed” has a drop-down button to select date. You can type in date and it will automatically format for you. Indicate start and end times. If the date is not a performance leave that line blank. If you have a performance date in addition to a rehearsal related to the same event you can go to the next event box and indicate the performance information. If no event is indicated I will assume it is the same as the event listed above it.
- 3) Please indicate correct “Performance Information” to ensure accuracy in disseminating our schedule to the public and correctly assigning tech services
- 4) Type your name, date, and school email address found at the bottom of the document
- 5) Submit for:
 - A. If submitting on desktop computer:
 - a. Click “Save” button to save a copy on your computer
 - b. Click “Submit” button to send to PAC Coordinator
 - B. If submitting on Chromebook, phone, or tablet
 - a. Click “Save” button to save on your computer. If this button does not bring up a dialog screen just save to your computer as you usually do
 - b. Email document as an attachment to the PAC Coordinator

You will receive a confirmation document by email.

Google Form Option: (This is the easiest form for those with Chromebooks)

- 1) Click on School Sponsored PAC Reservation Google Form 2020
- 2) Fill in all requested areas – you may type in multiple, if needed
- 3) Please indicate correct performance information to ensure accuracy in disseminating our schedule to the public and correctly assigning tech services
- 4) Click to accept terms of use and submit form

You will receive a confirmation document by email.