

Plaza del Sol Performance Hall, California State University, Northridge
 18111 Nordhoff Street • Northridge, California 91330-8393
 Phone: 818-677-5768 • Fax: 818-677-5472
www.ArtsNorthridge.csun.com

Please Note:
 Events are subject to
 cancellation for failure to
 meet deadlines!

Licensee Event Deadline Checklist

	Activity/Description	Schedule	Due Date	For Questions Contact
	Reservation Fee (#1) \$250.00 per date requested. Made payable to: Cal State Northridge	Due no fewer than 5 business days after establishment of tentative dates.		Business Office 818-677-5770
	Contract Package:	[Sent to licensees 45- 60 days prior to event]		
	“License Agreement” [3 Copies] <ol style="list-style-type: none"> 1. Terms and Conditions 2. House Rules 3. Ticket Office Guidelines 4. Ticketing Request Form 5. House Seating Schematic 6. Insurance Forms [if applicable] 7. Payment Requisitions [if applicable] 8. Vendor Data Record [Form 204] 9. Parking Request 	Due 10 business days from contract date. Execute and return 2 copies of the License Agreement including Attachments. Keep “Client Copy” for your records.		Kathy Nixon, Operations Director 818-677-5771 Fax: 818-677-5472
	Facility Deposit (#2) Made payable to: Cal State Northridge	Due 10 business days from contract date (must accompany License Agreement).		Business Office 818-677-5770
	Final Deposit (#3) Made payable to: Cal State Northridge	Due no fewer than 10 business days prior to first schedule use of the facility.		Business Office 818-677-5770
	Publicity Materials [Please see License Agreement (Section 25) for specific language required on all printed materials.]	All publicity materials must be submitted for approval 45 days prior to first schedule use of the facility.		Operations Director 818-677-5771
	Technical Requirements Meeting	Licensee should contact Technical Director 3 weeks prior to first schedule use of the facility.		Gary Richardson, Technical Director 818-677-7684
	House Requirements Meeting	Licensee should meet with the PAC House Manager no fewer than 10 business days prior to first schedule use of the facility.		Emory Rundle, House Manager 818-677-5776
	Video/Audio Recording	For all in-house recording, contact House Manager and Technical Director for approval no fewer than 10 business days prior to first schedule use of the facility.		House Manager 818-677-5776 Technical Director 818-677-7684
	Backstage Access	No less than one week prior to event, Licensee must submit a Guest List to the House Manager and Technical Director.		House Manager 818-677-5776 Technical Director 818-677-7684
	Special Requests/Requirements:	[May be applicable depending on your event plans]		
	Ticket Consignment Request	Should be submitted no fewer than 3 business days prior to desired pickup date.		Operations Director 818-677-5771
	Permits	Must be submitted no fewer than 10 business days prior to first scheduled use of facility		Operations Director 818-677-5771
	Lobby Merchandising	Requests must be made 30 days prior to first schedule use of the facility for approval.		House Manager 818-677-5776