



Booking and Scheduling Policy and Priorities

The Alaska Center for the Performing Arts, Inc., is a service organization founded to operate, promote and maintain a three-theatre complex serving all Alaskan residents, the visiting public and performing arts presenters and producers.

The Center functions primarily as a home for live stage events, but is also intended as an ideal location for community events, conferences, and other non-arts users as time and space allow.

Our goal is: to promote and enhance the artistic endeavors of all Center users and the development of arts activities and educational opportunities; and to provide a comfortable, inviting building for all audience members and to manage the facility in the most cost-effective manner possible.

With this mission in mind, The Alaska Center for the Performing Arts is scheduled and booked with the following priorities and deadlines:

- Priority 1: Resident Companies (see Resident Company criteria and current list) have first priority to the calendar. All concerts and events presented or produced by these companies must be solidified annually by February 1st for the next season, defined on the calendar as September 1 to August 31.
- Priority 2: Beginning on February 1st, performing arts organizations/groups (not Resident Companies) have access to the calendar to schedule their events. These groups have until March 15th to solidify their dates.
- Priority 3: Users interested in scheduling the building for any type of activity for which four (4) days in a row or less is needed, have access to the calendar beginning March 15th. These groups have until May 1st to solidify their dates.
- Priority 4: Beginning on May 1st, all other groups have access to the calendar for events of any length.

Special Points:

- The calendar is annually defined as beginning on September 1 and ending on August 31. This timing corresponds with the traditional performing arts season.
- Any of the above groups have access to the calendar at any time after their particular deadline, but dates will become scarcer due to demand.
- Any group which feels their event should be treated outside this priority calendar must request special consideration from the Board of Directors. These requests must be in writing and submitted through the President.