04 / QUICK REFERENCE

HOST SOMETHING.

A direct request form, an estimate and a clear review process.

01

Can I hold a show, screening, workshop or party?

Yes - submit the Event request form. Choose Main Building and your date, add the event details, and click “Submit Request.” Events require team approval. Submission is a request, not a final reservation. Our team will review it and follow up.

Event request

02

What should I put in the form?

Enter your event name, description, estimated attendance and start/end times. Include setup and teardown needs, ticketed/free and public/private format, budget, equipment, staffing, food, alcohol, vendors and amplified sound.

Event request

03

How do I get the price?

Enter the event times and headcount in the form to see “Estimated event cost.” Sign in for an eligible member estimate. Submission does not charge you. Final pricing confirms the spaces, setup/teardown and services after review.

Sign in / Event request

04

Is hosting free for members?

No. Membership covers attending Department programming; hosting your own event is a separate booking. The event form lists 20% off for eligible members with 30 or fewer attendees, or 15% with 31 or more. This is different from the 50% studio-rental discount.

Membership plans / Events / Event request

05

When should I submit my event request?

Submit once you know your proposed date, hours, headcount and concept. Include alternatives if you can. Do not advertise the venue as confirmed until the team approves the booking. Any member discount depends on eligibility for the event date.

Event request / My membership

06

Which space should I request?

For a Main Building event, use Event request. For The Annex, follow the Annex availability link beside the request scope, or email the team with your event plan. Include seated/standing layout and total headcount so the team can confirm capacity.

Compare spaces / The Annex / Event request / Email the team

07

Who handles collaborations, and how do I attend events?

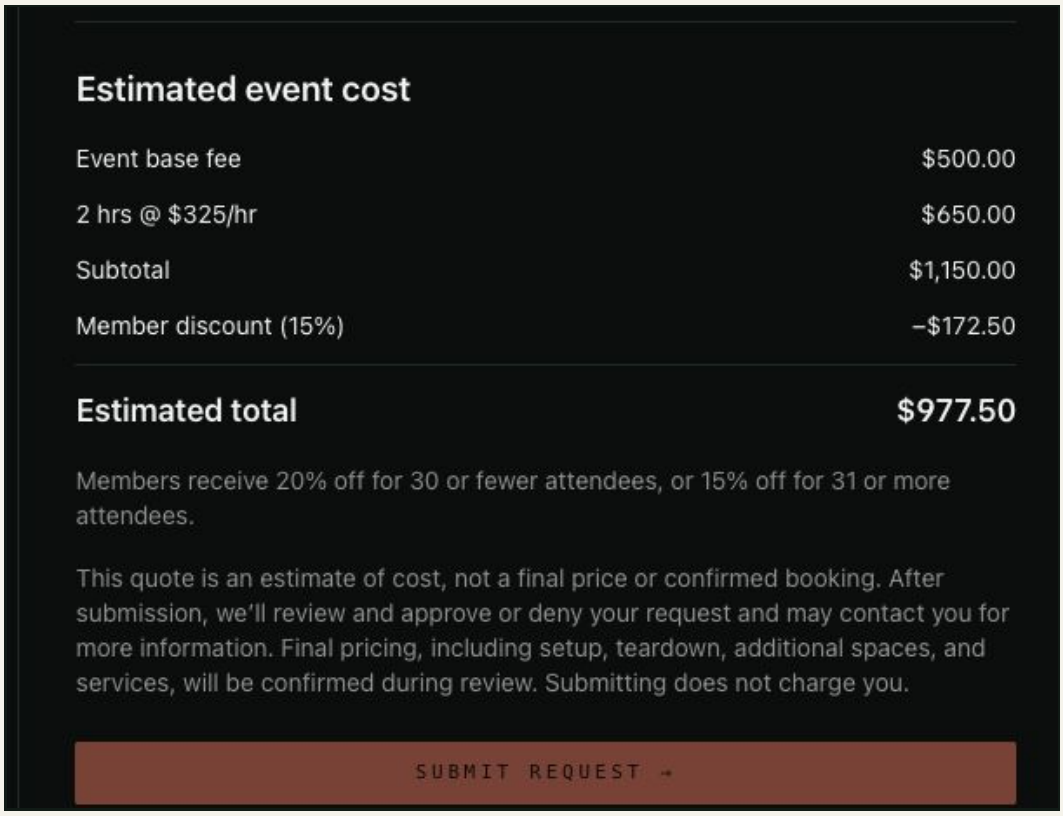
Email create@docp.studio with your idea, what you will contribute and the support you need. To attend existing programming, open Events, select the event and complete its RSVP/ticket registration while signed in.

Email the team / Events / Sign in

04 / EVENT REQUESTS

GET AN ESTIMATE.

The team will review your request and follow up.



EXAMPLE / 2 HOURS / 15% MEMBER DISCOUNT / NOT A FINAL QUOTE

Enter the real total headcount

Include guests, organizers, performers and crew. Eligible members receive 20% off at 30 people or fewer, or 15% at 31 or more.

Request first. Confirmation follows review.

The estimate is not the final price. Submission does not charge you. Include setup, teardown, food, alcohol, sound and layout needs.

Event request | The Annex | Email the team