



# EVENT INFORMATION FORM

Name of event \_\_\_\_\_

Organization name \_\_\_\_\_

First (or only) day of event \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_ Last day of e \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

Total days in theater \_\_\_\_\_ Number of shows \_\_\_\_\_ Number of rehearsals \_\_\_\_\_

## CONTACT INFORMATION (All events)

Contact person \_\_\_\_\_

Address \_\_\_\_\_

Phone\_(\_\_\_\_)\_\_\_\_\_ Fax\_(\_\_\_\_)\_\_\_\_\_ e-mail address \_\_\_\_\_

Other phone\_(\_\_\_\_)\_\_\_\_\_ Web site: http://\_\_\_\_\_

EIN# or SS#: \_\_\_\_\_ (must supply copy of 501c3 if nonprofit)

## EVENT INFORMATION (All events)

Please let us know as much as possible about your event so we can better tell people about it when they call the box office. Please include the names of artists involved, synopsis of the event, and anything else you feel might be helpful. Also let us know the length of sets/acts and the length of the entire show. Please check all fields that apply.

Theater events: [ ] Dance [ ] Drama [ ] Musical [ ] Concert [ ] Reading  
[ ] Classical [ ] Rock [ ] Jazz [ ] Comedy [ ] Country [ ] Oldies  
[ ] Meeting/speech [ ] School show [ ] Recital  
[ ] Other \_\_\_\_\_

Gallery events: [ ] Reception [ ] Full meal [ ] Reading [ ] Party [ ] Meeting/speech  
[ ] Other \_\_\_\_\_

Estimated length of show \_\_\_\_\_ Intermission: [ ] Yes

Opening Act: \_\_\_\_\_

Brief description of event \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All events must fill out this page and the scheduling page (page 2). Please fill in the last day of your event at the top of every page.**

**SCHEDULING INFORMATION** (All events)

Last show date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Single performance/event**

Performance/event date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Day of week: \_\_\_\_\_

Time you wish to enter the building: \_\_\_\_:\_\_\_\_ (a.m.) (p.m.)

- This is when the building will be unlocked – no one will be allowed in before this time.  
For performances and school packages this is two hours before the show.  
For concert packages this is six hours before a show.

Performance/event start time: \_\_\_\_:\_\_\_\_ (a.m.) (p.m.)

- This is the time you wish to start the show. The Strand preferred show times are:  
10 a.m. & 12:30 p.m. for school shows. 2 p.m. for weekend matinees  
7:30 p.m. for programs aimed for children 8:00 p.m. for all other shows.

Length of your performance/event: \_\_\_\_ hours

- You are allotted two hours for standard and concert packages and one hour for school show.  
You will be charged for any additional hours or portions thereof.

Time you expect to be exiting the building: \_\_\_\_:\_\_\_\_ (a.m.) (p.m.)

- You are allotted one hour after the completion of your performance; any additional time after the performance will be charged as tech rehearsal time. Your billable time does not end till the last person of your staff, crew, performers, and audience has left the building

**Multiple performances** Total number of performances \_\_\_\_

Day	Date (mm/dd/yyyy)	Enter building	Show time	Exit building	Show length	Expected attendance

**Rehearsals** Total number of rehearsals \_\_\_\_

Day	Date (mm/dd/yyyy)	Enter building	Exit building	Type (basic/tech)	Expected attendance

Additional scheduling information \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TICKETING** (Theater events only)

Last show date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Please check one of the following:

- Please print my tickets for me to sell.
- I would like the Strand to sell most or all of my tickets.
- This is an open or invitation-only event, no tickets needed. (We will use a clicker to make sure we stay under capacity.)
- Ticketing by group vouchers (school events – must supply ticket counts one week prior to show).

Do you want stairs from the stage to the audience? (You will lose the first 2 rows, 43 seats)  Yes

Do you expect to have a very large sound board or need it centered? (You will lose orchestra, row M, 12 seats)  Yes

If we print tickets for you, what date do you wish to pick up your tickets? \_\_\_\_/\_\_\_\_/20\_\_\_\_

What date do you want to go on sale? \_\_\_\_/\_\_\_\_/20\_\_\_\_

If you are selling: What is your box office phone number? (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

If we are selling your tickets, how many do you want us to:

Set aside for holds (comp tickets)? \_\_\_\_\_ Print for you to sell? \_\_\_\_\_

Please specify where you want tickets allocated \_\_\_\_\_

Show name (35 characters/spaces max):

\_\_\_\_\_

Presented by (35 characters/spaces max):

\_\_\_\_\_

2) Show abbreviation (17 characters/spaces max – this is used for ripped-ticket counts):

\_\_\_\_\_

4) Additional text line (3 lines with 35 characters/spaces max):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ticket pricing:

General admission tickets – no assigned seats: Ticket Price \$ \_\_\_\_\_

Assigned Seats  Discounts Available (please specify)

Price Type → ↓ Section	Full price or adult	Senior	Student	Child				
Orchestra	\$	\$	\$	\$	\$	\$	\$	\$
Loge	\$	\$	\$	\$	\$	\$	\$	\$
Mezzanine	\$	\$	\$	\$	\$	\$	\$	\$
Tier	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$

You may also denote prices as + or – a dollar amount of the original price.

**Additional ticket information**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Back stage**

Dressing rooms needed: \_\_\_\_ (up to 5) Cast size? \_\_\_\_ (max 150)  
[ ] On-stage quick-change booth needed

Special dressing room needs: \_\_\_\_\_

Hospitality catering company name (if using): \_\_\_\_\_

Contact person \_\_\_\_\_

Phone number \_\_\_\_\_

Meal times: \_\_\_\_\_

**Sound**

We have limited amount of sound equipment. Please check appropriate box and let us know what rental or sound companies you are using.

[ ] Meeting (microphone & podium) [ ] Dance (one wireless & tap microphone, CD/tape)

[ ] Concert [ ] Drama/musical [ ] Speaker/comedian [ ] Other

Microphone needs \_\_\_\_\_

Special audio needs \_\_\_\_\_

Will you have a large sound board (36+ channels)? [ ] Yes (Row M will not be sold)

Do you require the sound board be centered in the theater? [ ] Yes (Row M will not be sold)

Sound company name (if using): \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Backline company name (if using): \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Lighting**

Please attach any riders, plots, or additional information.

[ ] Simple (white wash only) [ ] Concert [ ] Dance [ ] Dance with side lighting booms

[ ] Musical/drama [ ] Dance with lighting booms & recital package

[ ] Children's show (Simple night/day wash)

Additional items

[ ] Follow spots - How many? \_\_\_\_\_

[ ] Moving lights [ ] Star drop [ ] Mirror ball [ ] Black light [ ] Strobe

Gobos needed: \_\_\_\_\_

\_\_\_\_\_

Special lighting needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Electrical**

[ ] 100-amp disconnect [ ] 200-amp disconnect [ ] 400-amp disconnect

Any equipment requiring electrical power \_\_\_\_\_

\_\_\_\_\_

**Staffing**

Do you have any special crew requirements beyond our standard three staff members (lights/sound/rail)?

\_\_\_\_\_ Scenic \_\_\_\_\_ Props \_\_\_\_\_ Lighting \_\_\_\_\_ Sound \_\_\_\_\_ Wardrobe \_\_\_\_\_ Security \_\_\_\_\_ Hospitality

Will you be providing your own: [ ] Stage manager [ ] Lighting designer [ ] Sound engineer

Any additional staffing notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Staging**

Full stage  ¾ Stage (20' Deep)  ½ Stage (14' Deep)  Apron only (7' Deep)  Pit open

House equipment:

3'x6' tables \_\_\_\_\_ 5' round tables \_\_\_\_\_ Chairs \_\_\_\_\_ Stools \_\_\_\_\_

Music stands \_\_\_\_\_ Stand lights \_\_\_\_\_ 4'x8'x8" Riser \_\_\_\_\_

Podium  Dance floor

Are you flying/hanging anything?  Yes - If so what and where? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you be bringing any other types of sets/props?  Yes – If so what? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do any of the scenery or props need power?  Yes – If so what? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any other special staging needs? \_\_\_\_\_

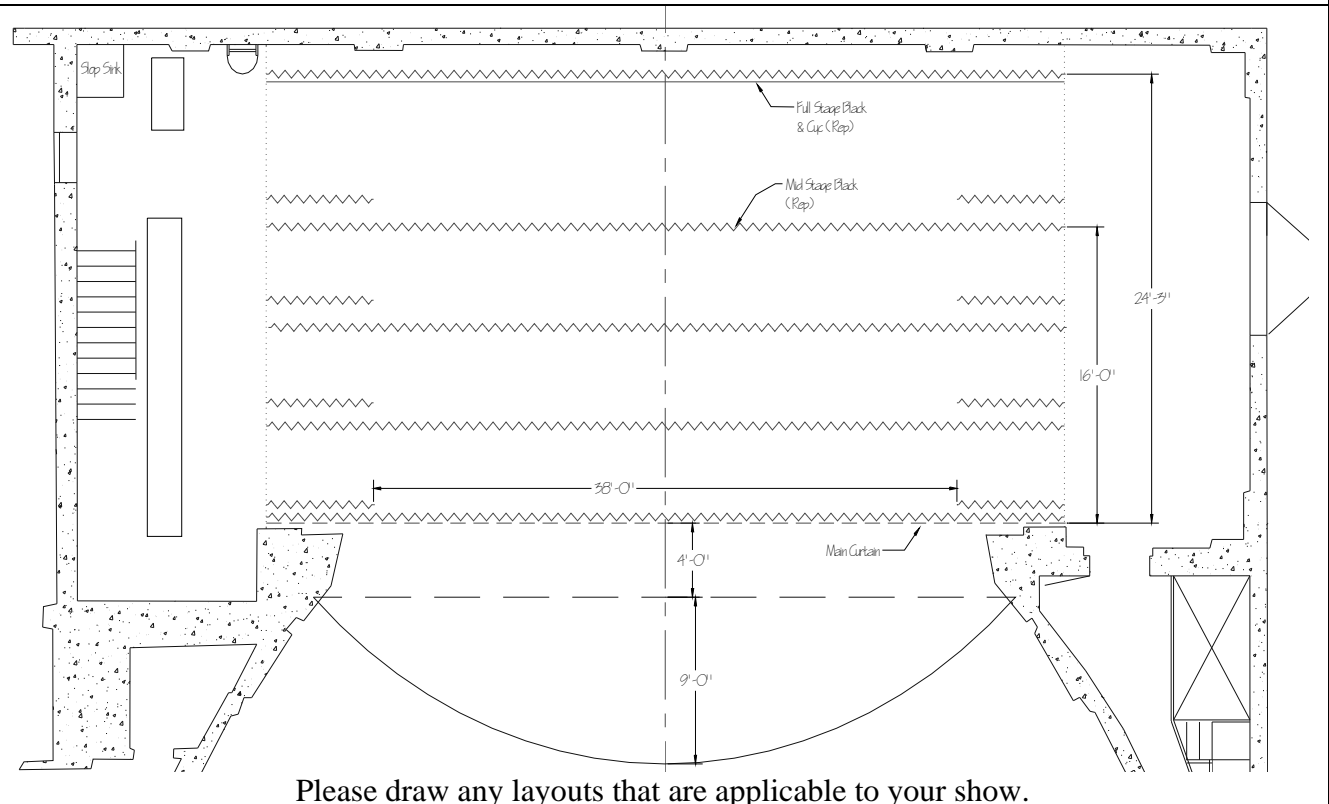
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you need access from the stage to the audience?  Yes (First two rows cannot be sold)

Are you planning to use smoke or haze?  Yes Are you planning to use pyrotechnics?  Yes



Please draw any layouts that are applicable to your show.

**RECORDING** (Theater events only)

Video    Audio only    Photographs  
 Selling    Archive use only    Broadcasting (may incur extra fees)  
 Do you wish to allow the audience to  Video record  Audio record  Photograph?  
 Recording company name \_\_\_\_\_  
 Contact person \_\_\_\_\_  
 Phone number \_\_\_\_\_

**LOBBY SETUP AND MERCHANDISE INFORMATION**

Women's Restroom   ADA Women's Restroom   ADA Mens Restroom   Men's Restroom  
 Lobby  
 Concession Stand (Cannot Move)  
 4th Street  
 To Mezzanine & Tier  
 Main Entrance

Tables needed \_\_\_\_\_   Do you need us to sell for you? \_\_\_\_\_  
 What are you selling? \_\_\_\_\_  
 \_\_\_\_\_  
 Do you have anything special planned for the lobby? \_\_\_\_\_  
 \_\_\_\_\_  
 Nonprofits Only  
 50/50    Silent auction    Other games of chance  
 \_\_\_\_\_

**ADVERTISING INFORMATION** (Only for shows the Strand is selling)

Marquee character spacing is limited to (20) letters and spaces. Please indicate how you wish your event to be identified on the marquee (do not include dates):  
 \_\_\_\_\_  
 I am interested in having the Strand do additional advertising beyond free stuff.  
 Are there any special consideration, when listing your show, such as font size, percentages, areas, and dates allowed, etc? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**GALLERY INFORMATION** (Gallery events only)

Rooms needed:  Kitchen  Dressing rooms \_\_\_\_\_ (if available)  
 Desired access control:  Ticket  Invitation  List  None  Tenant's discretion  
 Expected attendance for event \_\_\_\_\_ (Max 135, but depends on setup)  
 Is this part of another event on stage  Yes  
 Is this your event?  Yes  No – please attach written permission to use the gallery during someone else's event.

**GALLERY EQUIPMENT NEEDS**

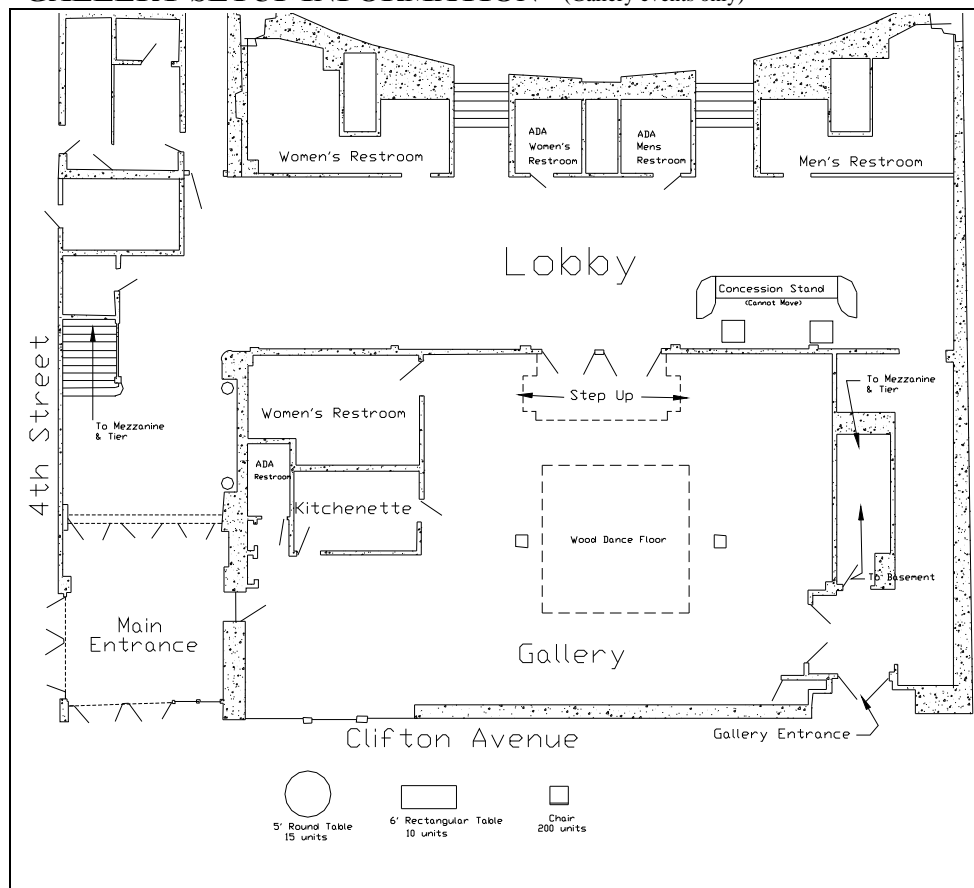
3'x6' Tables \_\_\_\_\_ 5' Round tables \_\_\_\_\_ Chairs \_\_\_\_\_ (max 8 chairs per table)  
 Coffee Service (\$5 per table)  Table Linens (\$5 per table)  
 Podium  Microphone  CD/tape player  Place setting # \_\_\_\_\_ (\$2 per setting)  
 Other: \_\_\_\_\_

**CATERER INFORMATION** (Gallery events only)

Catering company name \_\_\_\_\_  
 Contact person \_\_\_\_\_  
 Phone number \_\_\_\_\_

Please remember that rentals start from the time the first person enters the building. This includes caterers.

**GALLERY SETUP INFORMATION** (Gallery events only)



These are our standard and recommended setups. Go to [rental.strand.org](http://rental.strand.org) to see diagrams. Otherwise you may sketch desired room layout to the left; however, your layout may be changed to meet fire & safety codes.

- Dinner
  - 112 people
  - buffet tables
- Dinner w/ Dance
  - 80 people
  - buffet tables
  - dance floor
- Board Meeting
  - about 15 people
  - 4 rectangle tables
- Concert
  - up to 100 chairs
- Reception
  - just tables and a few chairs around the sides