



**Who is in it?** Are there any performers you want to highlight?

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**Pronunciation:** Do you have any people, titles, or pieces with unusual names?

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**Late seating:** Can you suggest appropriate late-seating breaks and seating locations for your event? (Our policy is to seat latecomers in the rear of the house if there is an appropriate moment - subject to seat availability) \_\_\_\_\_

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**Pre-show announcements:** At curtain time, will there be any announcements from the stage, or will we go straight into the show? \_\_\_\_\_

**Children:** Is your show suitable for children? \_\_\_\_\_  
Is there a recommended minimum age for children? \_\_\_\_\_

**Photo session:** If this is a children's show, or if it involves local children, do you plan to have a photo session after the performance? \_\_\_\_\_

**Cameras, recorders:** Our normal policy is that no recording devices of any sort are permitted in the theater. Do you want to allow the use of:

Cameras \_\_\_\_\_  
Video recorders \_\_\_\_\_  
Sound recorders \_\_\_\_\_

**Official video:** Do you plan to make an official video of the performance? If so, where do you want to locate your camera(s)? \_\_\_\_\_

\_\_\_\_\_

Will this video be available to the performers? \_\_\_\_\_  
Will this video be available to the audience? \_\_\_\_\_

**Programs:** Will you be supplying programs? \_\_\_\_\_

**Complimentary tickets:**

- **Please note that we do not hold comps at the box office.** If you wish to give out comps at the event, please provide someone to distribute them.
- If you are giving comps to performers, we suggest a voucher system. You give vouchers or coupons to your company members, then they use these vouchers to "buy" a hard ticket from our box office. This policy enables the holders to choose their own seats and to purchase additional tickets adjacent to their comp ticket. **Note: all vouchers must be approved by the Box Office Manager prior to distribution.**

**Lobby setup:** If you plan to use lobby displays or to sell merchandise, what are your needs for tables? (we have 6-foot and 8-foot tables):

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**Contacts:** Whom should we contact for more information?

Name	Position	Phone	Alt Phone	Fax

**Ticket authorization:** List names of anyone who is authorized to have us print consignment or complimentary tickets (including person responsible at the event):

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**Ticket sale date:** When do you want your tickets to go on sale through our box office?

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**Additional ticket outlets:** List information if you plan to sell consignment tickets:

Name of Location	Address	Contact Name	Phone

**Additional space use\*:** Please indicate if you wish to use additional space for activities before, during, or after your event (spaces subject to availability). \*Additional rental charges may apply.

Forum (describe use) \_\_\_\_\_  
Studio (describe use) \_\_\_\_\_

**Audience policies:** Please read our ticket insert regarding audience policies. We strive to maintain a consistency of expectations from our patrons.

**Other comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CRATERIAN THEATER TECHNICAL NEEDS:

Name of Production:	Date(s) and Time(s) of Production:	
Presenter:	Phone #:	Email:
Tech. Contact:	Phone #:	Email:

### **THE BASICS:**

Load in date and time:

Rehearsal date(s) and time(s):

What time do you need stage doors to open on performance day? (If different from above)

Do you need any **CHAIRS** or **STOOLS**?                      **NO / YES**              **QTY:**

Do you need any tables backstage?                      **NO / YES**              **QTY:**

Do you need a lectern? **(\$25)**                              **NO / YES**

Do you need any risers? **(\$25 each)**                      **NO / YES**              **QTY 4x8:**

Do you need a piano?                                      **NO / YES**              **Grand or Upright**

Tuning required?    **NO / YES**

**(\$125 Grand / \$65 Upright / \$90 Tuning)**

Do you need acoustical elements? **NONE, WALLS (\$125), CEILING (\$125), or BOTH (\$250)?**

Do any set pieces need to be rigged to fly? (Please note that you must provide proper hanging hardware. All scenery must be fire treated in accordance with 1197 uniform fire code sec. 1103.3.3)

**NO / YES**

Do you require any draperies or scenery to fly during the program?              **NO / YES**

Will all your personnel leave the building for meal breaks?\*                      **NO / YES**

**\*Please read contract regarding breaks/meal charges. Please figure these breaks into your production schedule.**

### **LIGHTING:**

Do you have a lighting designer?                      **NO / YES**              Contact info:  
Please include a light plot (if applicable)

Is general lighting sufficient?                              **NO / YES**              (Please note that additional costs apply if NO)

Do you require specific colors? **(\$8 per sheet)**                      **NO / YES**              Please list (if not on light plot)

Do you require follow spots? **(\$60 per use / per spot)**              **NONE / 1 / 2**

Do you have any additional lighting requirements?

**SOUND:**

**(Please include stage plot for band/monitor set-up)**

Do you have a sound engineer? **NO / YES** Contact info:

Do you need an announce mic? (*\$20 per mic / per use*) **NO / YES**

Do you need a **CD PLAYER** or **TAPE PLAYER**?

Does your performance include any instruments or performers that need microphones? **NO / YES**  
(*\$20 per mic / Per use Package prices available with larger quantities*)

Do you need sidefills or monitors? **NO / YES** How many?  
(*See Sound Package pricing below.*)

Do you have any additional sound requirements?

**Please note that additional charges apply when using the sound system. If you have selected a microphone or CD player above you must choose at least package A below. (Also, it is highly recommended on any type of music/vocal show that you use at least sound package B or above for the highest quality show.) Sound packages are as follows:**

- |                           |   |                 |
|---------------------------|---|-----------------|
| ➤ <b>Sound package A:</b> | <b>Center Cluster Only (talking only)</b> | <b>\$175.00</b> |
| ➤ <b>Sound package B:</b> | <b>EAW 650's/subs,center, and balcony</b> | <b>\$200.00</b> |
| ➤ <b>Sound package C:</b> | <b>All of B plus 2 sidefills</b>          | <b>\$250.00</b> |
| ➤ <b>Sound package D:</b> | <b>ADD 2 monitor mixes from FOH</b>       | <b>\$300.00</b> |
| ➤ <b>Sound package E:</b> | <b>ADD full monitor system and board</b>  | <b>\$400.00</b> |

**Please note that any house sound that is used (except package A run from booth) requires a house sound engineer to be on the call. An additional house sound engineer is needed when using package E. The Craterian Production Manager, in conjunction with your Technical staff, will assign all necessary Craterian staff to have a successful show.**

Do you have any additional comments or needs for your upcoming production?