

Southwest Performing Arts Theatre

Facility Use Information Sheet

General Information

Event	Producing Organization:
Contact Name & Number:	Contact Email:
Date of Event:	Arrival Time:
Estimated Number of Performers:	Number of Additional Personnel:

FOH Information

Event Start Time:	Expected House Open Time:
Admission Price(s)	Reserved Seating?
Are Tickets Pre-sold?	If Yes, Where?
Will You Be Providing Your Own House Manager?	If Yes, Name & Email
Will You Be Providing Your Own Ushers?	If Yes, How Many?
Will You Need The Box Office, Tables, Chairs or Other Equipment? If So, Please List:	

Miscellaneous Information

Do You Plan To Have Displays In The Lobby?	Do You Plan To Have Vendors In The Lobby?	
Is There A Power Requirement For Either Displays Or Vendors? If Yes, What?		
Will There Be Concession Services For Your Event?		
Does Your Event Include Catering?	If Yes, For Whom?	If Yes, By Whom?
Will You Have Special Or Additional Dressing Room Needs?		
Will A Company Other Than Your Own Be Photographing Or Videotaping This Event?		
If Additional Security Is Required, Who Will Be Providing This Service?		

Audio Information

Number Of Microphones Needed

Use:	Number	Stage Location	Requested Type
Speaking:			
Singing:			
Instrument:			
Hanging:			
Floor:			
Wireless Handheld:			
Wireless Lavalier:			

Monitors Needed

Monitor Send	Number Of Speakers	Stage Locations
Monitor Send #1:		
Monitor Send #2:		
Monitor Send #3:		
Monitor Send #4:		

Playback Requirements

Type	Notes	Type	Notes
Compact Disc <input type="checkbox"/>		Compact Disc <input type="checkbox"/>	
Mini Disc <input type="checkbox"/>		Mini Disc <input type="checkbox"/>	
SD Card <input type="checkbox"/>		SD Card <input type="checkbox"/>	
DAT <input type="checkbox"/>		DAT <input type="checkbox"/>	
Cassette <input type="checkbox"/>	NOT RECOMMENDED	Line Out Feed <input type="checkbox"/>	

Additional Comments/Information:

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Please Attach A Copy Of Your Audio Set-up, Or Forward One To The Theatre As Soon As Possible.

Lighting Information

Will You Be Using The General SPAT Lighting Plot? (General Washes, No Specials)

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Please Describe Your Anticipated Lighting Needs:

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Will You Be Using Any Specials, Lasers, Moving Lights? If So, Where?

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Do You Anticipate Using Follow Spots? If Yes, How Many?

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Additional Comments / Information

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Please Attach A Light Plot, Color Chart, Circuit Hook-Up Or Forward To Theatre A.S.A.P.

