Southwest Performing Arts Theatre

Facility Use Information Sheet

General Information								
Event	Producing Organization:							
	8 8							
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 Driag(s)	Deserved Section 2							
Admission Price(s)	Reserved Seating?							
Are Tickets Pre-sold?	If Yes, Where?							
Arc rickets i re-solu:	ii ies, where:							
Will You Be Providing Your Own House Manager?	If Yes, Name & Email							
Will Tou be 110 viaing 1 out 6 wit 110 use Manager.	Tr Tes, Traine & Eman							
Will You Be Providing Your Own Ushers?	If Yes, How Many?							
Will fou be frowing four own esticis.	11 105, 110 11 11 11 11 11							
Will You Need The Box Office, Tables, Chairs or Otl	her Equipment? If So. Please List:							
The Touristic The Box Office, Tubics, Online of Obs	Ter Equipment II 80, Freust Elser							
Miscellaneou	s 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 W	hom? If Yes, By Whom?							
Does Your Event Include Catering? If Yes, For W	nom: If ies, by whom:							
	N. 10							
Will You Have Special Or Additional Dressing Room	i Needs?							
Will A Company Other Than Your Own Be Photogr	aphing Or Videotaping This Event?							
If Additional Security Is Required, Who Will Be Pro	viding This Service?							
v 1 /								

		A	udio Inforn	natio	n			
Number Of Micro	phones No	eeded						
Use:		Number			Stage Location			Requested Type
Speaking:					-			
Singing:								
Instrument:								
Hanging:								
Floor:								
Wireless Handheld:								
Wireless Lavaliere:								
Monitors Needed								
Monitor Send			Number (Of Sp	eakers		Sta	ge Locations
Monitor Send #1:								
Monitor Send #2:								
Monitor Send #3:								
Monitor Send #4:								
Playback Requirer	nents			Rec	cording Re	equ	ireme	nts
Type	Not	es		Тур			Notes	
Compact Disc				Com	npact Disc			
Mini Disc					i Disc			
SD Card				SDO	Card			
DAT				DAT	Γ			
Cassette	□ NO	T RECOMM	1ENDED	Line	Out Feed			
Please Attach A Co	py Of You	r Audio Set-ı	up, Or Forv	vard	One To The	e Th	ieatre A	As Soon As Possible.
			hting Infor					
Will You Be Using Th	e General	SPAT Lighti	ng Plot? (G	lenera	al Washes, l	No S	Specials	
Please Describe Your	Anticipate	d Lighting N	eeds:					
11/11 1/ D 1/ · A	0 1	T 34	· T.146	TCC	XX/I 0			
Will You Be Using An	iy Specials,	Lasers, Mov	ing Lights	? II S	o, where?			
Do Vou Anticinate Ha	ing Fallow	Snotal If Wa	a How Mo	mxy9				
Do You Anticipate Us	ing Follow	spois: Il re	s, now Ma	ny:				
Additional Comments	/ Informat	tion						
Additional Comments) / 1111U1 IIIA	1011						
Please Attach A	Light Pla	t Color Cha	rt Circuit	Hook	Un Or For	wor	d To T	hootro A S A D

			Video Producti	on Information			
If Using The House	Vio	deo/Proje	ction System,	What Will Be Ne	eded	!?	
Projection		Notes	,	Playback		No	tes
Center Screen				VHS Tape			
.CD Projector				DVD			
Other Surface				SVHS			
Other Screen Location				Composite Line Inpu	ıt		
				Digital Line Input			
				Input Includes Audio)		
f Playback Is A Lapto	p O	r Compute	er Media, Please	Describe Type:			
, i	<u>. </u>		,	<i>V</i> 1			
_							
			Staging In	formation			
Equipment Type		Number	Location Location	Iormation	N	umber	Location
Step Choral Risers	\Box	Number	Location	Podium/Lectern		umber	Location
3'x8'x24" Stage Pcs	H			Music Stands	H		
Orchestra Shell	H			6 Foot Tables	∺		
Stools	井			Chairs	\dashv		
Please Describe any Ha	ngi	na Caanaw	Drong Cables	1	Fl _v C	vetom	
l lease Describe any Ha	ıngı	ng Scenery	, Drops, Cables	Of Any Use Of The	rly S	ystem	
How Many Separate St	age	Settings D	o You Plan To	Have?			
Please Briefly Explain S	Sett	ings:					
Please Attach a Pla	an o	f Your An	ticipated Stage S	Setup Or Forward O	ne T	The T	heatre A.S.A.P.
			•	-			
Notes & Comments							
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