

# Rieth Recital Hall

To be submitted NO LATER THAN TWO weeks prior to intended use

Event Date: \_\_\_\_\_ Set-up Date (if different from event date): \_\_\_\_\_

Event Title: \_\_\_\_\_

Contact Person : \_\_\_\_\_ Email: \_\_\_\_\_ Phone: ( \_\_ ) \_\_\_\_ - \_\_\_\_\_

Any expenses for student or staff labor will be paid by \_\_\_\_\_  
and charged to the account number \_\_\_\_\_.

Set-up:                      Event begin:                      Event Duration:  
time \_\_\_\_\_ to \_\_\_\_\_      time \_\_\_\_\_                      \_\_\_\_\_

<b>Rehearsal 1:</b>	<b>Rehearsal 2:</b>	<b>Rehearsal 3:</b>	<b>Rehearsal 4:</b>
date ____-____-____	date ____-____-____	date ____-____-____	date ____-____-____
time ____ to _____	time ____ to _____	time ____ to _____	time ____ to _____

Describe in as much detail as possible the nature of the event including instruments to be used and names of presenters or soloists:

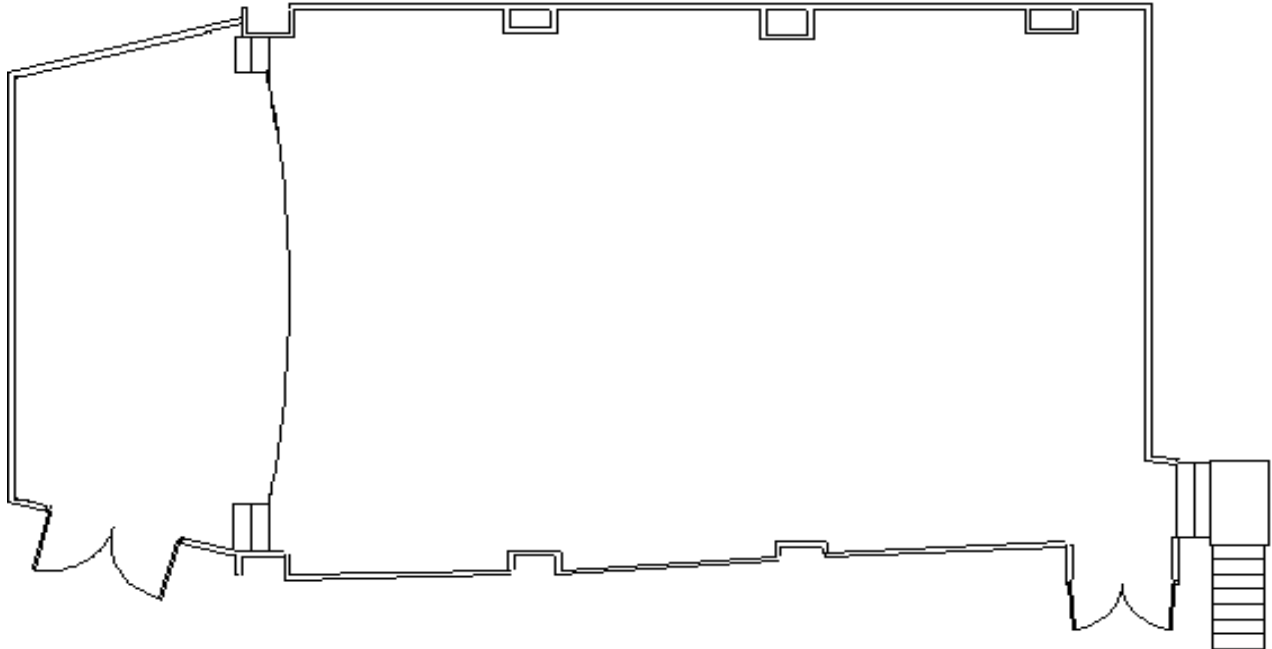
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Please diagram the platform and floor layout below:



**Space and Equipment Requested:**

<p><b>Equipment for Stage:</b>  <input type="checkbox"/> # of Pianos  <input type="checkbox"/> Lectern              <input type="checkbox"/> w/mic              <input type="checkbox"/> w/o mic  <input type="checkbox"/> # of Chairs  <input type="checkbox"/> # of Stools  <input type="checkbox"/> # of Music Stands  <input type="checkbox"/> # of Tables  <input type="checkbox"/> Other: _____          _____</p> <p><b>Floor Setup:</b>  <input type="checkbox"/> # of Chairs  <input type="checkbox"/> # of Tables  <i>Please diagram floor setup on reserve side</i></p> <p><b>Equipment for Lobby:</b>  <input type="checkbox"/> # of Chairs  <input type="checkbox"/> # of Tables  <input type="checkbox"/> Other: _____          _____</p> <p><b>Other Spaces:</b>  <input type="checkbox"/> Dressing Room  <input type="checkbox"/> Lobby  <input type="checkbox"/> # of Rehearsal Rooms</p>	<p><b>Audio:</b>  <input type="checkbox"/> Announce Mic only  <input type="checkbox"/> Total # of vocalists to be mic'd simultaneously  <input type="checkbox"/> Total # of instruments to be mic'd simultaneously  <input type="checkbox"/> # of direct boxes</p> <p><b>Data:</b>  <input type="checkbox"/> Network/Internet  <input type="checkbox"/> Cable TV  <input type="checkbox"/> ISDN  <input type="checkbox"/> Telephone</p> <p><b>Audio Playback:</b>  <input type="checkbox"/> CD  <input type="checkbox"/> Mini disc  <input type="checkbox"/> Other: _____</p> <p><b>Video Playback:</b>  <input type="checkbox"/> VHS  <input type="checkbox"/> DVD  <input type="checkbox"/> Data Projection              <input type="checkbox"/> Laptop needed              <input type="checkbox"/> Will use own Laptop                  <input type="checkbox"/> with audio  <input type="checkbox"/> Overhead Projection  <input type="checkbox"/> Slide Projection</p>	<p><b>Recording:</b>          Audio:  <input type="checkbox"/> Mini disc  <input type="checkbox"/> DAT              <input type="checkbox"/> Recording Engineer Notified</p> <p>Video:  <input type="checkbox"/> VHS video  <input type="checkbox"/> Digital video (mini DV)  <input type="checkbox"/> # of Cameras</p> <p>For:  <input type="checkbox"/> Archival purposes  <input type="checkbox"/> Distribution purposes</p> <p><b>Lighting:</b>  <input type="checkbox"/> "Rehearsal": house and stage lights up full during entire event  <input type="checkbox"/> "Recital": modify levels of house and stage lights at beginning and end of event  <input type="checkbox"/> Other: _____          _____          _____</p> <p><b>Other Notes:</b>          _____          _____</p>
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**Estimated audience attendance:** \_\_\_\_\_

Reith Recital Hall Capacity: Main floor-240, Balcony-50, Total-290

Performance Venue Production Department will arrange for the services of a House Manager, and depending on the complexity of the event, a Light Operator, a Stage Manager, and Stage Crew. The extra costs incurred by the above personnel will be billed to the Client.

**Client must provide one usher per every 75 audience members. Minimum 1 usher. If names of ushers are not provided to the PVPM one week before the event, ushers will be hired by the PVPM and the Client will be charged.**

Usher Names:

\_\_\_\_\_

\_\_\_\_\_

If the event is student led, the faculty member responsible for the event **must** authorize this form.

*I have read this form and will see to it that the time schedule and other terms of this agreement are honored. I also understand that fees will be assessed for last minute additions.*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**\*\*All stage equipment, properties and other materials are to be removed from the venue immediately after the event. Any other arrangements for equipment removal must be approved by the Production Manager.**