

# Sauder Concert 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 all persons speaking, presenting, or soloing:

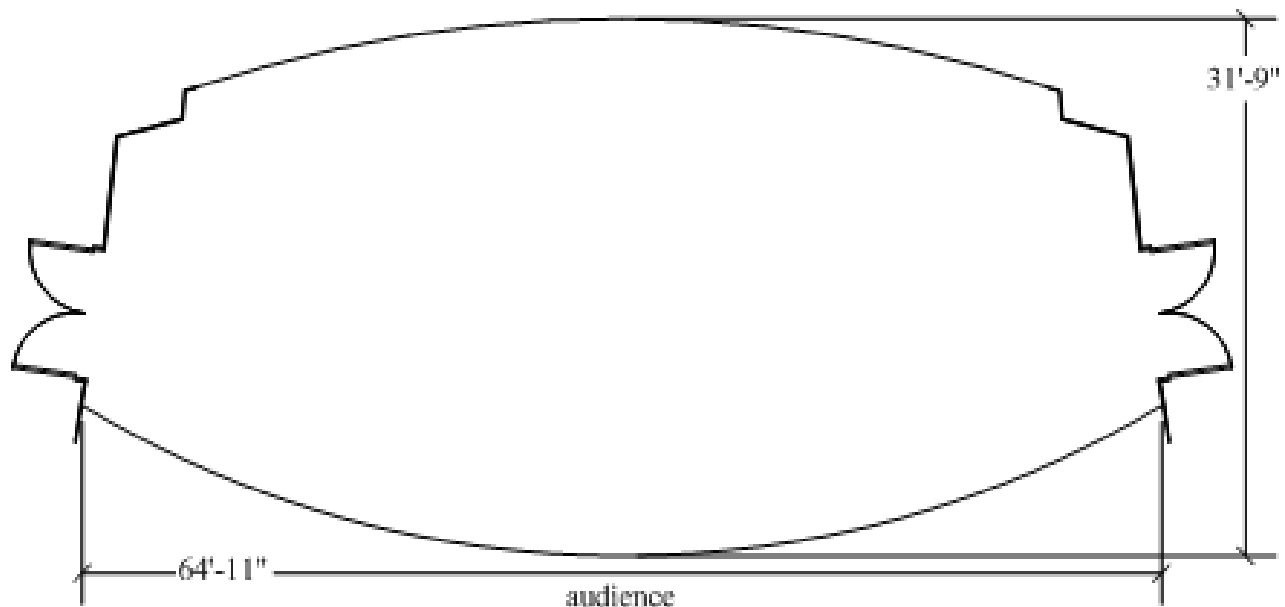
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Please diagram the Stage layout below:



**Space and Equipment Requested:**

<p><b>Equipment for Stage:</b>          ___ # of Pianos          ___ Lectern              ___ w/mic              ___ w/o mic          ___ # of Chairs          ___ # of Stools          ___ # of Music Stands          ___ # of Tables          ___ # of Choral Risers</p> <p>Other: _____          _____</p> <p><b>Other Spaces:</b>          ___ # of Dressing Rooms          ___ Lobby          ___ # of Rehearsal Rooms          ___ Catering Kitchen</p> <p><b>Equipment for Lobby:</b>          ___ # of Chairs          ___ # of 8' Tables          ___ # of round Tables              ___ # of chairs per/table          ___ Other: _____          _____</p> <p><b>Other Notes:</b></p>	<p><b>Audio:</b>          ___ Announce Mic Only          ___ Total # of vocalists to be mic'd simultaneously          ___ Total # of instruments to be mic'd simultaneously          ___ # of Wired mics          ___ # of direct boxes</p> <p><b>Wireless mics</b> (4 total max)              ___ # of lapel              ___ # of handheld</p> <p>    ___ # of Monitors (4 max)              ___ # of monitor mixes</p> <p><b>Audio Playback:</b>          ___ CD          ___ Mini disc          ___ Other: _____</p> <p><b>Video Playback:</b>          ___ VHS          ___ DVD          ___ Data Projection              ___ Laptop needed              ___ will use own Laptop              ___ with audio          ___ Overhead Projection          ___ Slide Projection</p>	<p><b>Data:</b>          ___ Network/Internet          ___ Cable TV          ___ ISDN          ___ Telephone</p> <p><b>Recording:</b>          Audio:          ___ Mini disc          ___ DAT              ___ Recording Engineer notified</p> <p>Video:          ___ VHS video          ___ Digital video (mini DV)          ___ # of cameras</p> <p>For:          ___ Archival purposes          ___ Distribution purposes</p> <p><b>Lighting:</b>          ___ "Rehearsal": house and stage lights up full during entire event          ___ "Recital": modify levels of house and stage lights at beginning and end of event          ___ Other: _____          _____</p>
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**Estimated audience attendance:** \_\_\_\_\_

Sauder Concert Hall Capacity: Fixed seating Main Floor- 614, Wheelchair Seats-5; Fixed seating Balcony- 286, Wheelchair Seats- 4; Total-909 Choral Terrace seating - 100

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 4 ushers. 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.**