

# Colburn School EVENT PRODUCTION FORM

Event Name:	_____		
Sponsor:	_____		
Contact Name:	_____		
Contact Phone:	_____	Contact Email:	_____
Ticket Info Phone#:	_____	Event Website:	_____
Event Day & Date:	_____		
Load-in Time:	_____	Load-Out Time:	_____
Event Start Time:	_____	Event End Time:	_____

### Location

<input type="checkbox"/> Zipper Hall	<input type="checkbox"/> Mayman Hall	<input type="checkbox"/> Olive Rehearsal Hall
<input type="checkbox"/> Thayer Hall	<input type="checkbox"/> Grand Rehearsal Hall	<input type="checkbox"/> Other

### Piano

Zipper Hall	Thayer Hall	Mayman Hall	Grand/Olive Rehearsal Hall
<input type="checkbox"/> Steinway	<input type="checkbox"/> Steinway	<input type="checkbox"/> Steinway	<input type="checkbox"/> Kawai
<input type="checkbox"/> Steinway	<input type="checkbox"/> Shigeru	<input type="checkbox"/> Shigeru	<input type="checkbox"/> None
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	
<b>Will there be any non-traditional piano techniques?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Would you like the piano lid removed? (\$170)</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No

### Production Needs

<b>Stage Manager</b> <i>(Required for Zipper &amp; Thayer)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Stage Hand</b> <i>(Required for groups 50+, set changes &amp; piano moves)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Usher(s)</b> <i>(2 Required for performances in Zipper; 1 Required for Thayer)</i>	<input type="checkbox"/> None	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<b>Do you want an audio recording of this event?</b> <i>(sound engineer required)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you want a video recording of this event?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Will you be using microphones on stage?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>What kind of microphones?</i> <input type="checkbox"/> For announcements only	<input type="checkbox"/> Vocal	<input type="checkbox"/> Instrument
<b>Do you want a projector and screen?</b> <i>(\$450 &amp; A/V Tech required)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you want special lighting (spotlights, washes, gobos, gels, etc.)?</b> <i>(Lighting Engineer not required for basic orchestra lighting)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Would you like to have this event listed on ColburnSchool.edu?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Is this event open to the public?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Complimentary tickets for Colburn Students?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Will there be a reception on the South Plaza?</b> <i>(see rate schedule)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/>	<input type="checkbox"/>

### Brief Description of Event

(i.e. genre, # of participants, instruments, set-ups, stage plots, etc.)