

**Organization / Department:** \_\_\_\_\_

 Type:  Columbia / Affiliate  Public (non-Columbia)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Event Producer:** \_\_\_\_\_

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

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Additional Contacts (if any):** \_\_\_\_\_ Phone: \_\_\_\_\_

*Event Producer must be present in the Theatre for the duration of all Theatre use (load-in, rehearsals, performance, load-out, etc.)  
 For University-Produced Events: Department Administrator must sign Event Contract*

**Requested Date(s) and Time(s) of Event**

First Choice: \_\_\_\_\_

Alternate Dates: \_\_\_\_\_

Expected Length of Event: \_\_\_\_\_

Requested Event Start Time: \_\_\_\_\_

Requested Event End Time: \_\_\_\_\_

 Please describe any additional time needed in the Theatre  
 (load-in, setup, rehearsals, lighting, load-out, etc.):

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

*(e.g. lecture, concert, dance...)*

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

Number of on-stage Participants: \_\_\_\_\_

Name(s) of Participant(s): \_\_\_\_\_

\_\_\_\_\_

Number of off-stage personnel: \_\_\_\_\_

Expected audience attendance: \_\_\_\_\_

List site(s) of previous events / performances:

 \_\_\_\_\_  
 \_\_\_\_\_

**Event Description and Requirements**

 Please give a brief description of your event: \_\_\_\_\_  
 \_\_\_\_\_

Describe event admission (e.g. free, ticketed, general admission, advance registration) and if you will need Box Office service for ticket sales and distribution: \_\_\_\_\_

 Please list all equipment / instruments / scenery you plan to bring into the Theatre: \_\_\_\_\_  
 \_\_\_\_\_

 Will you arrange for any of the following at the event?: Videography:  Photography:  Press / Media: 

 Please check below to indicate your request for any of the following *(indicate quantity, if appropriate)*:

Podium: <input type="text"/>	Grand Piano: <input type="text"/>	DVD/VHS Video: <input type="text"/>	Lobby Tables: <input type="text"/>
Tables: <input type="text"/>	Music Stands: <input type="text"/>	Film Projection: <input type="text"/>	Dressing Rooms: <input type="text"/>
Chairs: <input type="text"/>	Microphones: <input type="text"/>	Dance Floor: <input type="text"/>	Audio Recording: <input type="text"/>

Other (please describe): \_\_\_\_\_

**Please return this completed form to: Production Coordinator, Miller Theatre**

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