

Organization / Department: _____ **Event Producer:** _____

Type: Columbia / Affiliate Public (non-Columbia) Title: _____

Address: _____ Phone: _____

Phone: _____ Fax: _____ Email: _____

Additional Contacts (if any): _____

*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