

Production Information

Venue: _____

	Time:	<u>Start</u>	<u>End</u>
Performance Dates: _____	Time: _____		
Matinee Dates: _____	Time: _____		
Student Performance Dates: _____	Time: _____		
Facility Walk-through: _____	Time: _____		
Event Load-in: _____	Time: _____		
Event Load-out: _____	Time: _____		
Stage Rehearsals: _____	Time: _____		
Tech/Dress Rehearsals: _____	Time: _____		

Performance Running Time: _____ House Opens at: _____

of Cast and Crew: _____ Animals/Other: _____

of Dressing Rooms: _____ (Please note: dressing rooms are very limited.)

Min. Audience Age Limit: _____ (No children under 5 unless otherwise indicated)

Appropriate for: _____ Children _____ Teens _____ Adults

Will merchandise be sold: _____ By whom: _____ What: _____

General

Please describe your show in as much detail as possible.

Lighting

The lighting system is used to light the performers and/or add special effects and color. It consists of fixed lighting instruments that can be focused on specific parts of the stage. These lights, while often referred to as "spots," are different from follow spots. The "spots" that are part of the lighting system are focused in one place for the whole show and the lighting system requires only one operator. A follow spot is a type of lighting instrument used to spotlight a performer moving around on stage. The Kent Concert Hall has two follow spots, the Lyric Theatre has one, each of which require their own operator.

The standard lighting for the FAC venues provides even white light across the stage. Changes to this standard lighting will require extra time and extra crew.

Do you need to use the lighting system? _____

Do you currently have a light plot? _____

Do you want to use different colors? _____

If so, what colors? _____

Do you need the whole stage lit or do you need to have smaller, isolated areas lit on the stage?

Do you need to use follow spots? _____

Other lighting comments and concerns:

Sound

The sound system is used to play music, use microphones for a lecture or to play the audio of a movie. At least one operator is required if the sound system is used. The standard audio configuration of the FAC facilities is sufficient for music playback. Additional sound needs will require extra set-up time and additional crew.

Do you need our sound system or are you bringing your own? _____

If you are bringing your own, do you need to tie into our sound system? _____

Do you need microphones? _____

If so, how many? _____

On stage monitors are the speakers placed on stage so the performers can hear the music being played or what the audience is hearing.

Do you need on stage monitors? _____

If so, how many? _____

Will you want an audio recording of your event? _____
(Recording requires an additional CSAPS crew person.)

Other sound reinforcement comments or concerns:

Projection

The Kent Concert Hall and the Performance Hall both equipped with high powered LCD projectors, projection screens and play back equipment. A fee is charged for use of the projection systems.

Do you need to use the projection system? _____

What playback formats will you be using in your event? _____

Staging

Does your show use scenery? _____

If so, when do you need to set it up on stage? _____

Do you need our crew to help you set it up? _____

Do you want to use the front curtain? _____

Orchestra Shell: _____

Choral Shell: _____

Band Risers: _____ How many sections (36 3'x8' sections total) _____

Choral Risers: _____ How many sections (10, 4 step sections total) _____

Chairs: _____ How many? _____

Music Stands: _____ How many? _____

Piano: _____ Do you need the piano tuned? _____

Conductor's Podium: _____

Cello Podium: _____

Lecture Podium: _____

Tables: _____ How many? _____

Please sketch out your desired staging on the stage floor plan provided.

For help with specific staging or the availability of staging accessories, please contact the CSAPS Scheduling or Production Coordinators at 435-797-3040.

Other

What time do you want the theater available? _____

How long do you anticipate being in the theater? _____

Other comments or concerns:

Misc. Info

The FAC venues all have a loading dock and service parking, but CSAPS does not control access to these areas. This access is controlled by USU Parking. Use of the loading dock requires a loading permit. Use of the service parking requires a service parking permit. These permits must be obtained from USU Parking at 435-797-3414. CSA Production Services does not make arrangements for obtaining these permits.

No smoke, haze, open flame or indoor pyrotechnic effects are allowed in any FAC venue by order of the USU Fire Marshal. All use of such effects is prohibited

Signature: _____ Date: _____

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Fax: _____

E-mail: _____

Website: _____

Definitions:

Performance Dates

- The dates on which there will be performances. Start times and anticipated end times must be included.

Matinee Dates

- The dates on which there will be matinee performances. Start times and anticipated end times must be included.

Student Performance Dates

- Many productions have “just for students” performances. Productions with these performances should list those dates here. Start times and anticipated end times must be included.

Facility Walk-through

- All renters are required to leave the performance venue in the same state of repair and cleanliness as they found it. A facility walk-through with the CSAPS Production Coordinator is available to each renter prior to the event load-in to determine in advance the condition of the venue.

Event Load-in

- The date and time when the renter will arrive and begin to setup the event in the venue.

Event Load-out

- The date and time when all the renter’s materials, staging and equipment will be removed from the venue.

Stage Rehearsals

- Any use of the venue that is not a performance and does not require any technical support crew.

Tech/Dress Rehearsals

- Any use of the venue that is not a performance but does include the use of technical equipment and support crew.

House Opens at

- The time when the audience is allowed to enter the house before the actual performance begins.

Equipment

Orchestra Shell

- An acoustical shell that covers the entire stage behind an orchestra or band. With the orchestra shell up, lighting beyond what is standard in the venue is impossible. The orchestra shell is only available in the Kent Concert Hall.

Choral Shell

- A portable acoustical shell, in six sections, that can be set up in various combinations behind smaller musical ensembles or choirs. The choral shell is only available in the Kent Concert Hall and Morgan Theatres.

Band Risers

- Portable risers with decks that are 3’ deep by 8’ long. The band risers come in three heights, 8”, 16” and 24”. There are 12 risers for each of the three different heights. Band risers are only available in the Kent Concert Hall and Morgan Theatre.

Choral Risers

- Portable step risers, with a total of four tiered steps each, for use with standing choirs. Chairs will not fit on these risers. There are 10 sections that, when set up together, for a half circle. Choral risers are only available in the Kent Concert Hall and Morgan Theatre.

Chairs/Music Stands

- Each venue has a limited number of chairs.
 - o Kent Concert Hall – 100 chairs/75 music stands (shared with the Morgan Theatre.)
 - o Morgan Theatre – 100 chairs/75 music stands (shared with the Kent Concert Hall.)
 - o Performance Hall – 22 chairs/22 music stands
 - o Caine Lyric Theatre – 20 chairs/5 music stands
- Additional chairs and music stands can be rented at an additional cost to the renter.

Pianos

- A piano is shared between the Kent Concert Hall and Morgan Theatre. A piano is also available in the Performance Hall and in the Caine Lyric Theatre. While generally in tune, pianos are not tuned for specific events unless requested.

Tables

- Each venue has 3 portable tables. Should more be required, they can be rented at an additional cost to the renter.