



Blanche M. Touhill Performing Arts Center Event Questionnaire

In order to properly prepare for your event and to provide you with an accurate estimate, please complete this questionnaire as best as possible; if you are unsure about any field at this time, you may leave it blank.

If you need more room, or feel a different format suits your needs better, please feel free to attach another sheet.

Event Name		Event Date(s)		
Venue	<input type="checkbox"/> Anheuser-Busch Performance Hall			
	<input type="checkbox"/> E. Desmond and Mary Ann Lee Theater – (please specify configuration)			
	<input type="checkbox"/> Proscenium	<input type="checkbox"/> Flat Floor	<input type="checkbox"/> Thrust	<input type="checkbox"/> Other
	<input type="checkbox"/> Lobby			
Sponsoring Organization				
Primary Contact	Name:	Daytime Phone, or Cell Phone:		
	Email:	Fax Number:		
	Mailing Address:			
Technical Contact	Name:	Daytime Phone, or Cell Phone:		
	Email:			
Ticketing structure:	<input type="checkbox"/> Reserved Seating (only available in Anheuser Busch Performance Hall)	<input type="checkbox"/> General Admission (available in both Anheuser-Busch Performance Hall and Lee Theater)	<input type="checkbox"/> Non-Ticketed (if your event is not using tickets, there is no need to complete the rest of this section.)	
Anticipated On-sale Date				
Estimated Ticket Prices				
Expected attendance				

Provide a brief description of your event (i.e.: a public jazz concert with several different jazz groups, etc.).

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Schedule:

Load-in/Arrival:

Rehearsal/Sound Check:

Performance start time (House usually opens 1/2 hour prior to start.):

Will there be an intermission?

(The Anheuser-Busch standard intermission is 20 minutes; the Lee standard intermission is 15 minutes.)

Performance end time:

Load-out/departure:

Meal Break(s) (if necessary):

(Please reference the *Stage Services Work Rules and Backstage Policies* for guidance on crew breaks.)

Stage Setup:

Describe your Stage Setup or draw a quick sketch:

Will you be rigging or flying any scenic elements?

Do you require use of a piano?

Do you require chairs and stands? How many?

Do you require 4'X8' stage platforms? How many?

Do you require any choral risers? How many?

Lighting:

Describe your Lighting Requirements:

Will you be using the house supplied lighting plot or providing one of your own?

NOTE: A custom plot that requires a new hang must be received a minimum ten (10) days prior to the first date of your event.

Will you require follow spots? How many?

Audio:

Describe your Audio Requirements:

Will you require wireless microphones (lavalier or hand-held)? How many?

Video:

Describe your Video Requirements:

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Recording Options:

Are you interested in having an audio archive recording of your event (CD, MP3)?

Are you interested in having a video archive recording of your event (DVD)?

Dressing Room:

What are your Wardrobe and Dressing Room Requirements:

Is there anything else you would like to tell us about your event?

Thank you for taking the time to fill out this questionnaire. This will greatly expedite the process in generating an accurate rental estimate.

If there is anything else that we need, we will contact you.

We look forward to working with you.