

Event Information sheet and reminder list

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Contacts:

Organization or Department (w/ address & phone)

Account number: _____

_____ name

_____ phone

_____ email

Advisor: _____

Student: _____

Date (today) _____

Date (of event) _____

Confirmed or tentative? _____

Venue (provide a map if this is outside): _____

Rainsite (if event is outside): _____

PLEASE MAKE SURE ALL SPACES ARE RESERVED AND NOT ON
HOLD ONLY!! (copy of form attached)

Time event starts: _____ Time space is reserved: _____

Time event ends: _____ Turn-around issues? _____

Artist (indicate if there is more than one): _____

Audience size expected: _____

Space needs:

Arrangements for some items need to be made with Rhonda King, David Iwig or Tanya Harper, depending on the venue. US&L does not normally provide items such as T stands, tables (round, rectangular for any purpose...), trashcans, staging or risers, chair set-ups. Diagrams can be very helpful - provide one if possible.

Set up plans for every space used, including the RAINSITE, needs to worked out in advance.

MAKE SURE THAT THE PEOPLE THAT HELP YOU SET UP YOUR EVENT KNOW WHAT YOU NEED AND WHEN YOU NEED IT.

Tech needs:

Often US&L can talk directly to the performer if the tech needs are complicated, but you may be able to ascertain basic tech info yourself. Usually complicated shows provide technical "riders" that indicate what a performer needs. Often what is provided is negotiated, if we don't have or can't afford to provide what the performer wants.

If the show is less formal and there is no rider, the info on what is needed still has to be gathered from the artist. This should be as specific as possible and at least give an idea of the size of the need. For example, "a small sound system (1-3 mics) for a lecture", "a small sound system (<12 mics and speakers on stands for a band). "

If a band is playing, how many people are in the band, what instruments do they play and how many sing (in addition to playing an instrument)?

This helps us determine the total number of mics we need to provide. Sometimes the group knows what type of mic they want, or they may not have a preference). Do they need monitors (these are speakers on the stage that help the performers hear what's going on)?

Dancers have other needs; tape or CD playback and stage monitors would be normal requests.

Here are other cues that would help us determine the nature and needs of the event:

"Acrylic Lectern," "Media invited," "Q&A," "Projection for PowerPoint," "Lecture w/video" etc. Use back or attach other pages as needed.

Sound needs:

Lighting needs:

Staging needs:

Schedule:

A specific schedule of rehearsals (if applicable), sound checks (if possible and deemed necessary) and show start and end times. If there are a number of sections to the event, list them in order.

Depending on what is needed, tech time to set up and strike will be added to the schedule. Note piano tuning or other special arrangements you are making as needed.

If more than one performer is scheduled, it really can complicate our set up and we need to know this in advance.
