FERGUSON CENTER FOR THE ARTS - INTERNAL ADVANCE INFORMATION FORM

NAME OF EVENT:					
CONTACT NAME:		**Email:**		**Phone:**	
Instructor:		**Email:**		**Phone:**	
Event Date:		**Times:**			
Rehearsal Dates:		**Times:**			
SHOW FORMAT		**CONCERT HALL**		**LOBBY**	
Speaker:		**MUSIC & THEATRE HALL**		**LOBBY**	
PERFORMERS		**STUDIO THEATRE**		**LOBBY**	
TIMES:		**Pull seats for Sound?**			
Load In		**PIT UP, DOWN OR SEATED?**			
Sound check					
Rehearsal					
Doors					
Start					
Intermission					
Close					
TECHNICAL NEEDS:		**Chairs**		**Tables**	
Conductor Needs		**Piano**		**Tuner**	
		Music Stands		**Stand Lights**	
Orchestra Shell		**Number of Clouds**			
AUDIO:					
Number of Mics		**Wireless**		**Lavalieres**	
Monitors					
LIGHTING:		**Follow Spots?**			
Colours		**Lighting Plot**			
ANY OTHER		**Wardrobe?**			
TECHNICAL NEEDS:		**Dressing Rooms**			
NOTES:					

One the back of this page, please draw a diagram of how you want the set up to be
(Include all stands, chairs tables, monitors, piano etc)

THIS INFORMATION SHEET IS DUE NOT LATER THAN 7 BUSINESS DAYS PRIOR TO YOUR REHEARSAL OR EVENT
WHEN YOUR REHEARSAL IS NOT SCHEDULED.

Please EMAIL TO kevin.pepperall@cnu.edu
OR RETURN TO ADMINISTRATIVE OFFICE OF THE FERGUSON CENTER FOR THE ARTS.