

**NAME OF EVENT:**

**Event Date:**

**Event Tim** noon

**Contact Name:**

**Phone:**

**Email:**

**Speaker:**

**Phone:**

**Email:**

**Is this event open to the public?**

**Estimated attendance:**

**Venue (s): (check all that apply)**

Concert Hall

  
  


Concert Hall Lobby:

  
  


Inner Circle Reception Room

  


Music & Theater Hall

Music & Theater Hall Lobby

President's Reception Room

Studio Theater

Studio Theater Lobby

**TIMES:**

Load in:

Sound Check:

Rehearsal:

Doors:

Start:

Intermission:

End:

Seating holds

**Front of House:**

(Please attach a diagram if special set up is required)

# of chairs

# of 6ft. tables

# of round tables

# of easels

# of music stands

Do you need a sound system?

# of microphones

Will you be providing programs?  
delivery date/time

Do you need a dance floor?  
size

Concessions: Open or Closed?

Photography restrictions?

**TECHNICAL NEEDS:**

Please attach a diagram of stage set-up to this sheet-include all stands, chairs, monitors, pianos, etc.

**Stage:**

# of chairs

# of tables

# of music stands

# of stand lights

podium

piano(s)

orchestra shell

pit up or down?

projector & screen

**Audio:**

# of mics

Lavalieres

Wireless

# of mic stands

# of monitors

direct output box

CD playback

**Lighting:**

# of follow spots

light colors

**Dressing rooms:**

# of rooms

special requirements?

Do you need a wardrobe person?

**RENTALS:**

Are you renting anything from an outside source?

Company: \_\_\_\_\_ Delivery date and time: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Items being delivered: \_\_\_\_\_  
\_\_\_\_\_

**RECEPTIONS/CATERING:**

Pre-event:

Location & Time: \_\_\_\_\_

Catering needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intermission:

Location & Time: \_\_\_\_\_

Catering needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post-event:

Location & Time: \_\_\_\_\_

Catering needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

THIS INFORMATION SHEET IS DUE BACK NOT LATER THAN **21 DAYS** PRIOR TO YOUR FIRST DATE IN THE HALL (WHETHER REHEARSAL OR SHOW)

Please return this form to

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