

**EVENT INFORMATION FORM
MARRIOTT CENTER FOR DANCE
HAYES CHRISTENSEN THEATRE**



ORGANIZATION INFORMATION:

Guest Organization _____

Contact Person _____

Phone Number _____

Address _____

City _____ State _____ Zip _____

EVENT INFORMATION:

Name/Type of Event _____

Dates of Event _____

Matinee *Y/N*

Intermission *Y/N*

Length of Event _____

Start Time _____ End Time _____
hh/min *hh/min*

Running Time of Event _____
hh/min (include intermission)

Number of People on Your Staff _____

Please list Any Other Activities Associated With Your Event:
(i.e. Merchandise Sales, Photo Calls, etc. Attach additional sheet if necessary)

Additional Items Needed: *(i.e. tables, chairs, music stands, stage risers, etc. Attach additional sheet if necessary)*

REHEARSAL INFORMATION:

Date(s) of Rehearsal _____
(please include spacing/tech/dress requirements)

Start Time _____ End Time _____
hh/min hh/min

Additional Items Needed For Rehearsal

(Barres, chairs, tables, stereo equipment, piano, etc.)

BACKSTAGE REQUIREMENTS:

Loading Dock: *Y / N* Load in Time _____ *(hh/min)*

Dressing Rooms: *Y / N* How Many People Will Be Backstage _____

Please provide a list of authorized persons, as only those named will be allowed backstage access

Special Needs _____

(Please explain. Attach an additional sheet if necessary)

LIGHTING REQUIREMENTS:

Lighting Equipment: *Be as specific as possible - (i.e. spot lights/operators, stand lights, specials, etc. Attach additional sheet if necessary)*

Sound Equipment: *Be as specific as possible - (i.e. type of monitors, microphones soundboard, etc. Attach additional sheet if necessary)*

Set Pieces: (i.e. hanging pieces roll drops wagons, etc.)

TICKETING, FRONT OF HOUSE:

Ticketed Event: *Y / N* Seating for your event will be: *Reserved / General Admission*

Will you have a playbill or program: *Y / N*

List any special ticketing instructions - *be as specific as possible:*

Will you or your artists be taking professional photographs and or recording your event: *Y / N*

Is photography or video recording allowed: *Y / N*

It is the policy of the Marriott Center for Dance that no photography or recording of any kind is permitted without permission.

List any special needs for merchandising (i.e. tables, chairs, etc):

OTHER INFORMATION:

List any other special needs, or information you feel is important to note:

*Please note that LATEX BALLOONS are not allowed in our building. Mylar balloons are fine.