

Prince Music Theater

Preliminary Rental Questionnaire

Fill out and email to:

rentals@princemusictheater.org

Contact Information:

Name:

Company/Organization:

Please indicate if you are a: Individual Business Non-Profit

Website:

Phone:

Cell:

Fax:

Email:

Street Address:

Event Information:

Event Name:

Brief Description of Event:

Will there be any pre or post show receptions, anything involving food and requiring clean-up?

How will you be handling ticketing, and what do you expect to charge for tickets?

Event Information Cont.

Proposed Date(s) of Event:

Screening/Performance Date(s) & Time(s):

Rehearsal Date(s) & Time(s):

Have you produced this event or other events before? If yes, where?

General Production Schedule

In order to provide an accurate estimate of charges, we need to know your general production schedule. Please complete the following:

	Date:	Start Time:	End Time:
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Load-In/Set-up			
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Rehearsal			
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Screening/Performance			
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Strike/Load-out			
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Technical/Equipment Requirements

A/V

Lighting

Sound

Technical/Equipment Requirements Cont.

Stage Set-Up

Recording

For film screenings please indicate formats (eg. 35mm, dvd)

Staffing Requirements

Will you be providing any of your own volunteers or staff to assist with the event?

Please indicate which of the following staff persons you will need provided to you:

Projectionist

Technical Director

Sound Technician

House Manager

Lighting Operator

Spotlight Operator

Other

Prince Music Theater
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215.972.1000