

Edmonds Center for the Arts
Rental Pre-Production Questionnaire

SHOW TITLE: _____

COMPANY NAME: _____

CONTRACT DATES: _____

CONTACT INFORMATION

Producer: _____

Phone Number: _____

Cell Number: _____

Email Address: _____

Company Website: _____

Stage Manager(if applicable): _____

Phone Number: _____

Cell Number: _____

Email Address: _____

Ticketing Contact: _____

Phone Number: _____

Cell Number: _____

Email Address: _____

Person completing Questionnaire: _____

Phone Number: _____

Cell Number: _____

Email Address: _____

SCHEDULE INFORMATION:

For EACH of the dates that you are at the Edmonds Center for the Arts, please provide the following information. **WITHOUT THIS INFORMATION WE CANNOT ENSURE ADEQUATE STAFFING OF THE THEATRE.**

- Arrival Time: What time do you want access to the building?
- Set Up Time: How much time do you need to prepare the stage or perform other set-up?
- Rehearsal Time: What time are the performers on stage?
- Meal Breaks: A meal break must be provided for ECA staff after five hours of work.
- Theatre open for patron seating: All work onstage must be complete 30 minutes prior to start.
- Performance Start Time
- End of Day (What time do our doors close behind your last member to leave?)

Schedule	Rehearsal Day	Performance Day
Date:		
Building Open: (contracted beginning of occupancy)		
Set Up:		
Rehearsal Start:		
Rehearsal End:		
Meal Break: (after 5 hours)		
Theatre open for patron seating 30 minutes prior to performance	XXXXXXXXXXXXXXXXXX	
Performance Start:	XXXXXXXXXXXXXXXXXX	
Intermission Length:	XXXXXXXXXXXXXXXXXX	
Performance End:	XXXXXXXXXXXXXXXXXX	
Tear Down/Load Out:		

Please add more pages or feel free to provide your own more detailed schedule. If your event is more than one day, please provide specific information for EACH DAY you will be in the theatre.

Also please remember as you create your schedule, Technical Staff must have a meal break of at least 30 minutes after each 5 hour block of time..

PROGRAM INFORMATION:

Indicate below, a running order of activity for your event, include all announcements, introductions, stage actions, and personnel associated with the event. Please feel free to provide your own program order as long as it contains the appropriate information.

TIME	ACTIVITY	PERSONNEL

BUILDING ACCESS AND SECURITY:

The stage door will be unlocked at your listed arrival time and will be locked as you leave. **Please instruct all cast, crew and volunteers to enter exclusively through the stage door.**

How many participants (estimated maximum) will be in the Edmonds Center for the Arts during your:

Rehearsals: _____ Performances: _____

How many guests (parents, friends, etc.) will be watching rehearsals?: _____

How many people supporting the performers are expected to be backstage during performance?

Will you need Truck Loading and parking space reserved? (Please circle) **Y / N**

If yes, when: _____ Size of truck: _____

Do you require wheelchair or handicap access for cast and/or crew: _____

Please note: Depending on the number of people attending your rehearsal or performance, we may assign house staff to maintain security backstage and front-of-house

DRESSING ROOMS:

Dressing room assignments should be made prior to the first day of use. Food and drink may be consumed in the backstage / dressing room area but must be cleared away each night. Alcoholic beverages and smoking are strictly prohibited. Any food or beverages found anywhere backstage overnight will be thrown out. If you intend to serve food or drink to your group please discuss this with us in advance. Please leave the theatre in a clean and tidy condition each night and when you leave. Failure to accomplish this will result in a cleaning charge applied to your bill. The renter is responsible for any damage or loss which is caused by the rental group.

What theatre spaces will you require for your event?
Please define which groups of performers will occupy each room.

Green Room: (10-20)	Ensemble Dressing Rm (15-20)	
Principal D.R. One (2-3)	Principal D.R. Two (2-3)	Other:
Upstairs North Classroom (20-30)	Upstairs Center Classroom (Pending Availability: Inquire)	Upstairs South Classroom (20-30)

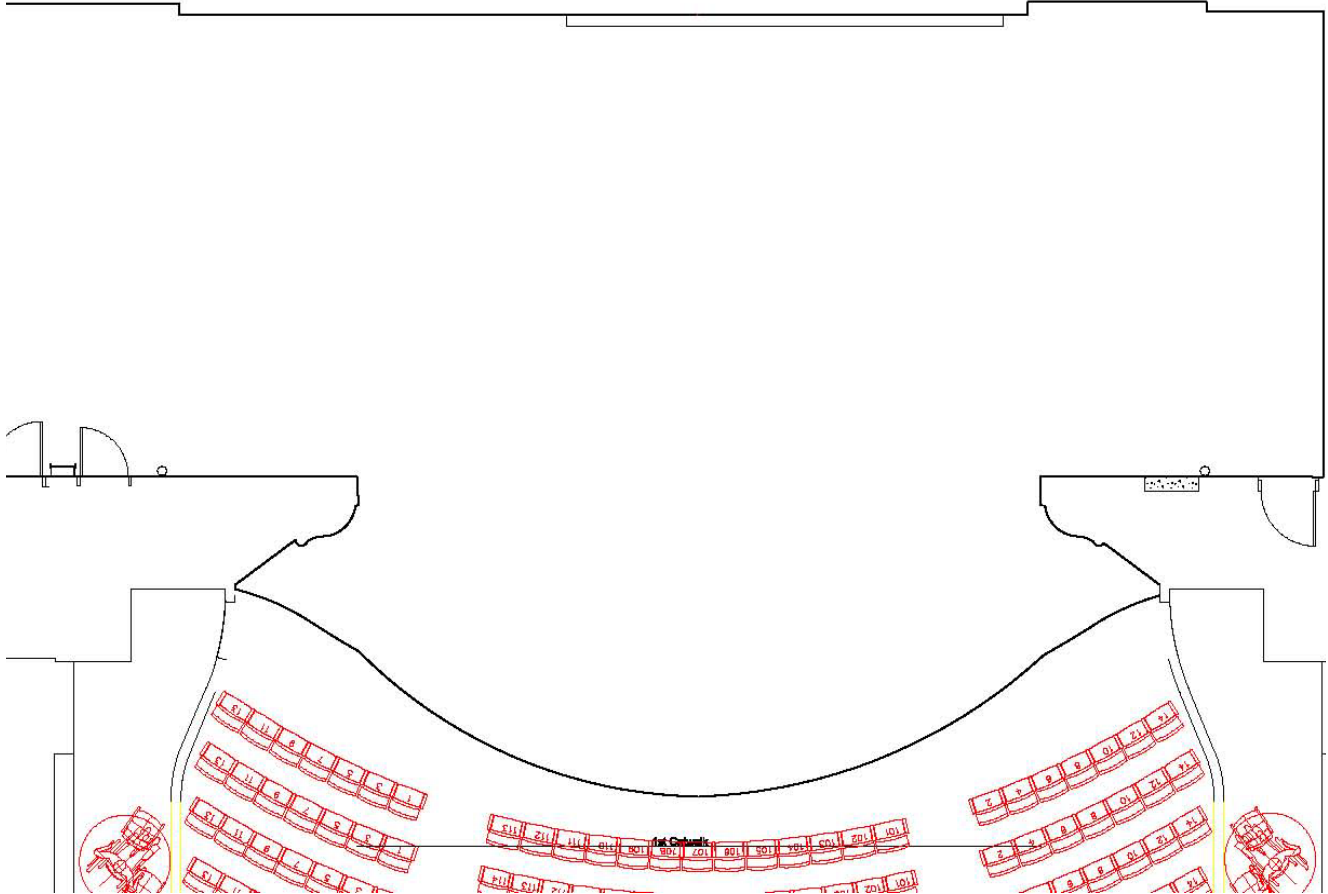
TECHNICAL STAFFING:

* Client provided technical staff is allowed only with the permission of the ECA Technical Director
 Please describe your technical staffing:

Lighting:	Client Provided	ECA House Crew
Lighting Board Operator	_____	_____
Hang/Focus Crew	_____	_____
Follow Spot Operators	_____	_____
Sound:		
Sound Board Operator	_____	_____
Setup Crew	_____	_____
Monitor Engineer	_____	_____
Stage:		
Flyman / Rigger	_____	_____
Stage Manager	_____	_____
Assistant Stage Manager	_____	_____
Grips/Stagehands	_____	_____

TECHNICAL INFORMATION:

Stage Layout: In the diagram below, please indicate likely placement of performers.



STAGING:

Stage Area required: Full Stage: _____ Half Stage: _____ Apron Only: _____

Please describe your stage set and stage decorating plans: _____

Do you plan on flying any scenery / banners? Yes _____ No _____

Describe: _____

Please Note: ECA must approve all overhead rigging and personnel performing this work. All Renter provided curtains, drops or soft goods must be treated with appropriate flame retardant. Please be prepared to provide samples for flame testing and provide complete information regarding the products used.

STAGE EQUIPMENT

ECA Orchestra Equipment: Please indicate the quantity of items you will require for your event:

Musicians chairs _____ Music Stands: _____ Stand Lights: _____

Choral Risers: _____ 4' X 8' Platform Risers: _____ (height?)

Acoustical Shell? Y or N Conductors Podium? Y or N

Stools: _____ Piano: _____ *Fee applies

LIGHTING SYSTEM:

Edmonds Center for the Arts provides a repertory light plot that will suit most of the productions presented at the theatre and will be hung and ready prior to your arrival. It is typical to expect some amount of lighting adjustment, and subsequent restoration, to adequately light each unique presentation, using the repertory light plot as a baseline. Additionally, please consider that lighting changes within your performance will take time to program in advance. If you have any specific lighting needs or ideas, please discuss them with the Technical Director well in advance so we can be prepared to fulfill your vision.

What sort of lighting will you need? _____

Will you need follow spotlights and operators? _____

Do you plan on bringing in any additional lighting equipment? _____

Will your production require artificial smoke or haze effect? _____

Please Note: Edmonds Center for the Arts has very strict guidelines that generally do not permit the use of explosives, fireworks, candles, open flame or cigarettes anywhere on the property. If a particular effect is integral to your production, please discuss it with us well in advance. Where live flame, firearms or pyrotechnics are used, the appropriate government permits will be required. Please call for more information.

SOUND SYSTEM:

If your production requires more than one microphone, you must contact the Technical Director to discuss the details as live music requires time to sound check and cannot be appropriately accommodated without notice.

Number of wired microphones on stage: _____

Purpose: _____

Instruments or other equipment Inputs: _____

Number of monitor speakers on stage: _____

Location(s): _____

Will you need to play: Compact Discs _____ Mini-Disc _____

iPod/Other: _____

AUDIO-VISUAL EQUIPMENT:

Does your production require the use of any of the following equipment:

_____ LCD Front Projection System (12' X 16' Image)*

_____ DVD Playback _____ VHS Playback

_____ Laptop Interface (Powerpoint)

_____ Live Camera (I-Mag)*

_____ Uplink*: Describe: _____

_____ 35mm* Slide Presentation

_____ Overhead Projector

*There are rental costs associated if ECA provides this equipment. Contact ECA for pricing. Clients may provide their own audio-visual equipment.

THIRD PARTY TECHNICAL VENDORS AND PERFORMERS:

Have you contracted with a third party to provide equipment, services or entertainment for your event?

Y / N

If yes, who? _____ Contact Name: _____

Telephone Number: _____ Email Address: _____

Rental agreements with ECA require you to provide technical requirement documentation of third party performers. Please attach it to this document.

AUDIO OR VIDEO RECORDING AND PHOTOGRAPHY

Edmonds Center for the Arts does not allow the use of cameras, video cameras, audio or other recording devices in the theatre without written permission from the Executive Director.

If you have obtained permission to produce an archival recording with your Royalty / Rights package, you may be granted rights to make a single recording after providing ECA with a copy of your Royalty / Rights agreement.

If your show is not subject to a Royalty / Rights agreement and contains any copyrighted material, you will need to obtain a license to produce an archival recording.

If your show is not subject to copyright law, we ask that you file a letter with ECA stating your acceptance of responsibility for possible copyright infringement for any recording, prior to making arrangements for archival recording.

If you wish to take still photographs, it is suggested that you have a specific “photo shoot” during which shots are set up and flash photographs may be taken. You may designate a rehearsal for this purpose but the house lights and stage lights must be up when flash photographs are taken. Flash photography during a performance is strictly prohibited. If you wish to allow the audience to take photographs and video recordings at will, you must submit a written request to the ECA Operations Manager well in advance of your event.

Please be sure to make ECA aware of any photographers / videographers. They should arrive with sufficient time to set up their equipment to avoid delaying your performance. Photographers needing to shoot from onstage or in the wings should wear appropriate black clothing. Photographers shooting from the house **MUST** check in with the Patron Services Manager.

Will you allow photography or other recording by patrons? _____

If you do not want patrons to record your performance, ECA recommends that you print it so in your program.

If you plan on recording your performance for distribution you **MUST negotiate a contract rider with Edmonds Center for the Arts.**

Does your performance require Royalty / Rights clearance before archival recording?" **Y / N**

Will you have your event: photographed: **Y / N** video recorded **Y / N**

Will your photography or video recording be used for publicity purposes: **Y / N**

Will your photography or video recording be available for sale to participants or public? **Y / N**

If you have answered yes to any of the above questions, you must have signed releases and written permission from ECA and make arrangements with ECA Operations Manager at least two weeks in advance of your event.

Front of House Information

PATRON SERVICES INFORMATION:

Will programs be distributed for this event? _____
All programs must be delivered to the House Manager at least 2 hours prior to the performance.
When will your programs be delivered to ECA? _____

Do you plan on having any promotional literature, signage or materials on display in the theatre or lobby? (please circle) **Y** / **N** If yes, please describe: _____

Beverages inside auditorium: Would you like to allow patrons to bring beverages into the auditorium? (please circle) **Y** / **N**
Note that all beverages will be provided in plastic cups, so as not to create a distraction. Food is not allowed in the auditorium at any time

Which levels would you like open?
Orchestra only (400) _____ Orchestra and Balcony (700) _____
ECA suggests that any events where 400 or less people are expected use the orchestra level only.
Attendance estimates must be given to Operations Manager no less than one week prior to performance and daily thereafter.

Are children under 6 or babes-in-arms to be admitted to your performance? _____

When would you like late seating to occur? _____

Will the performers have a guest list that will allow guests backstage? (please circle) **Y** / **N**
Access to backstage is strictly controlled by ECA staff out of respect and safety for performers. No previously authorized guests or personnel are allowed backstage before, during or after a performance.

Do you plan to have pre or post performance meet and greet between performers and audience? (please circle) **Y** / **N** If yes, where? _____

Expected attendance: _____

What facility support will you need (tables, linens, chairs, etc.):

MERCHANDISE

Will you have merchandise for sale (*please circle*) **Y / N**

If yes, what? _____

When will you sell merchandise? _____

Would you like ECA to sell merchandise for you? _____

ECA commission for merchandise sales is 15% gross if ECA provides sellers and cash bank. If Licensee provides their own seller and bank, merchandise commission is 10% of gross sales.

Merchandise sales must be cash or check only.

How many tables will you need? _____ Chairs? _____

Any other merchandise info _____

RECEPTIONS

Receptions must not exceed contractually agreed upon "Vacate" time or overtime penalties will be charged.

Will you be hosting a reception? _____

Where? _____ When? _____ Begin: _____ End: _____

Will there be any food or beverages served? _____

Will it be catered? _____ If yes, by whom? _____

Main catering contact phone number: _____

Would you like ECA to provide alcohol for this function: (*please circle*) **Y / N**