

CRATERIAN GINGER ROGERS THEATER

USER INFORMATION SHEET

How do you want your tickets to appear? Each line can contain a maximum of **35** characters, including spaces. Text will be centered (see sample ticket).

Top line (small) | _____

Body 1 | _____

Body 2 (optional) | _____

Performance Day(s), Date(s) & Time(s): _____

Seating: Your event will be set up with reserved seating.

Ticket prices:

	Rows (A-L, etc)	Regular \$	Senior \$ (if applies) Age _____	Student \$ (if applies) Age _____	Child \$ (if applies) Age _____	Other \$ _____ _____
M A I N						
B A L C						

Length: What is the approximate running time of the performance?

Part 1 _____
 Intermission _____
 Part 2 _____
 Intermission _____
 Part 3 _____
TOTAL _____

What's it about? How would you like your event represented by the box office and on our web site?

Who is in it? Are there any performers you want to highlight?

Pronunciation: Do you have any people, titles, or pieces with unusual names?

Late seating: Can you suggest appropriate late-seating breaks and seating locations for your event? (Our policy is to seat latecomers in the rear of the house if there is an appropriate moment - subject to seat availability) _____

Pre-show announcements: At curtain time, will there be any announcements from the stage, or will we go straight into the show? _____

Children: Is your show suitable for children? _____
Is there a recommended minimum age for children? _____

Photo session: If this is a children's show, or if it involves local children, do you plan to have a photo session after the performance? _____

Cameras, recorders: Our normal policy is that no recording devices of any sort are permitted in the theater. Do you want to allow the use of:

- Cameras _____
- Video recorders _____
- Sound recorders _____

Official video: Do you plan to make an official video of the performance? If so, where do you want to locate your camera(s)? _____

Will this video be available to the performers? _____

Will this video be available to the audience? _____

Programs: Will you be supplying programs? _____

Complimentary tickets:

- **Please note that we can hold and distribute a limited number of comps at the box office as long as you give us authority to handle problems as we see fit.** If you plan to have a substantial number of comps or will call tickets at your event, please provide someone to distribute them, order reprints, authorize us to print more tickets if needed, and to handle challenges.
- If you are giving comps to performers, we suggest a voucher system. You give vouchers or coupons to your company members, then they use these vouchers to "buy" a hard ticket from our box office. This policy enables the holders to choose their own seats and to purchase additional tickets adjacent to their comp ticket. **Note: all vouchers must be approved by the Box Office Manager prior to distribution.**

Lobby setup: If you plan to use lobby displays or to sell merchandise, what are your needs for tables? (we have 6-foot and 8-foot tables):

Contacts: Whom should we contact for more information?

Name	Position	Phone	Alt Phone	Fax

Ticket authorization: List names of anyone who is authorized to have us print consignment or complimentary tickets (including person responsible at the event):

Ticket sale date: When do you want your tickets to go on sale through our box office?

Additional ticket outlets: List information if you plan to sell consignment tickets:

Name of Location	Address	Contact Name	Phone

Additional space use*: Please indicate if you wish to use additional space for activities before, during, or after your event (spaces subject to availability). *Additional rental charges may apply.

_____ Forum (describe use) _____
_____ Studio (describe use) _____

Audience policies: Please read our ticket insert regarding audience policies. We strive to maintain a consistency of expectations from our patrons.

Other comments: _____

CRATERIAN THEATER TECHNICAL NEEDS:

Name of production:

Date(s) and time(s) of production:

Presenter:

Phone #:

Email:

Tech. Contact:

Phone #:

Email:

THE BASICS:

Load in date and time:

Rehearsal date(s) and time(s):

What time do you need stage doors to open on performance day? (If different from above)

Do you need any **CHAIRS** or **STOOLS**? **NO / YES** **QTY:**

Do you need any tables backstage? **NO / YES** **QTY:**

Do you need a lectern? (*\$15*) **NO / YES**

Do you need any risers? (*\$25 each*) **NO / YES** **QTY 4x8:**

Do you need a piano? **NO / YES** **Grand or Upright** Tuning required: **NO / YES**
(\$200 Grand / \$65 Upright / \$100 Tuning)

Do you need acoustical elements? **NONE, WALLS (\$125), CEILING (\$125), or BOTH (\$250)?**

Do any set pieces need to be rigged to fly? (Please note that you must provide proper hanging hardware. All scenery must be fire treated in accordance with 1197 uniform fire code sec. 1103.3.3) **NO / YES**

Do you require any draperies or scenery to fly during the program? **NO / YES**

Will all your personnel leave the building for meal breaks?* **NO / YES**

***Please read contract regarding breaks/meal charges. Please figure these breaks into your production schedule.**

LIGHTING:

Do you have a lighting designer? **NO / YES** Contact info:
Please include a light plot (if applicable)

Is general lighting sufficient? **NO / YES** (Please note that additional costs apply if NO)

Do you require specific colors? (*\$8 per sheet*) **NO / YES** Please list (if not on light plot)

Do you require follow spots? (*\$60 per use / per spot*) **NONE / 1 / 2**

Do you have any additional lighting requirements?

SOUND:

(Please include stage plot for band/monitor set-up)

Do you have a sound engineer? **NO / YES** Contact info:

Do you need an announce mic? (*\$20 per mic / per use*) **NO / YES**

Do you need a **CD PLAYER** or **TAPE PLAYER**?

Does your performance include any instruments or performers that need microphones? **NO / YES**
(*\$20 per mic / Per use Package prices available with larger quantities*)

Do you need sidefills or monitors? **NO / YES** How many?
(*See Sound Package pricing below.*)

Do you have any additional sound requirements?

Please note that additional charges apply when using the sound system. If you have selected a microphone or CD player above you must choose at least package A below. (Also, it is highly recommended on any type of music/vocal show that you use at least sound package B or above for the highest quality show.) Sound packages are as follows:

- **Sound package A: Center Cluster Only (single announce only) \$175.00**
- **Sound package B: EAW 650's/subs,center, and balcony \$200.00**
- **Sound package C: All of B plus 2 sidefills \$250.00**
- **Sound package D: ADD 2 monitor mixes from FOH \$300.00**
- **Sound package E: ADD full monitor system and board \$400.00**

Please note that any house sound that is used (except package A run from booth) requires a house sound engineer to be on the call. An additional house sound engineer is needed when using package E. The Craterian Production Manager, in conjunction with your Technical staff, will assign all necessary Craterian staff to have a successful show.

Do you have any additional comments or needs for your upcoming production?