

Contact Information:

Contact Name:

Company/Organization:

Telephone #: Cell:

Office:

Name of Event:

Date(s) of Event:

Event Start Time(s):

Event End Time(s):

Expected Attendance / Number of Participants?

Will this event be open to the public? Yes No

Will this event be ticketed? Yes No

Will your event have an intermission? Yes No

Will you have a photographer? Yes No

Will you have a videographer? Yes No

Available Spaces:

Great Hall / Mezzanine (Max Cap Variable)

Plaza (Additional Permits May Be Required)

1st Floor Meeting Rooms (Max Cap 80)

2nd Floor Meeting Rooms (Max Cap Variable)

Green Room

Dressing Rooms:

Star

Chorus 1

Chorus 2

Concert/Entertainment:

For concert/entertainment events a technical rider must be provided.

What are your requirements?

Stage:	40' x 60 Deep	Max. Cap. 2,608		
	24' x 60' Deep	Max. Cap. 3,204		
Audio:	FOH	Monitor		
	Stage Plot	Input List		
Will you have your own A1?	Yes	No		
Mics:	Handhelds	Lavaliers	Wired	
Lighting:	House Plot	Followspots		
Will you need additional power onstage?	Yes	No		
Rigging:	Motors	Hang Points	Curtains	Drops
Projection:	Over Stage	Other		
Drapes:	White Cyc	Legs	Main Curtain	
	US Black	Pipe and Drape		
Other:	Platforms	Podium	Haze	
	Music Stand	Gobos	Marley Dance Floor	
	Tables	Stools	Chairs	
Outside Rental:	Band / Concert Microphone Package			
	Backline			
	Laptop			

Additional Information:

Please Note:

Additional Setup and Breakdown Charges May Apply.

Outside Food and Beverage is not permissible.

Insurance option:	Provide Own	Provided by Venue
Will you need Valet?	Yes	No
Will you have need of shore power?	Yes	No
Will you have any large vehicles?	Yes	No
Do you have any additional parking needs?	Yes	No
Will there be any merchandise sales?	Yes	No
Will you require any backstage catering?	Yes	No
Do you have a catering rider?	Yes	No
Do you have any Special security needs?	Yes	No

PROPOSAL REQUEST FORM – CONCERT/ENTERTAINMENT

Please Describe:

Do you have any other special needs? Yes No

Please Describe:

Will you be hosting a meet and greet? Yes No

Please Describe:

Will you have an MC, Host or DJ? Yes No

Please Describe any other pertinent information regarding your event: