

TED MANN CONCERT HALL REQUEST FOR SERVICES (In-House)



Date Due without Penalty: _____ **Questions: 612/626-9269**

Date(s) of event: _____	Event Title: _____
Ensemble: _____	() Concert; () Lecture; () Recording; () Other _____
Contact (Faculty): _____	Beginning Time of Event: _____
Assisting TA: _____	End Time of Event: _____
Telephone no.(s): _____	Estimated # of Participants: _____
Email Addresses: _____	Estimated Audience: _____
_____	Budget number: _____

Tickets & Ushers: .

Will this event be ticketed? () Yes () No. **Note: TMCH ushers are required for all events.**

If yes, ticketing services to be provided by: _____ Phone: _____

Will seating be () general admission or () reserved?

Will there be programs for the event? () Yes () No. Other handouts/inserts? (please describe) _____

Do you want leftover programs saved for you? () Yes () No. **Note: Must be picked up immediately after event.**

Do you permit amateur photography? () Yes () No. Video or audio recording? () Yes () No.

Public Access:

Open exterior lobby doors to public at: _____ (traditionally one hour before start of event)

Open auditorium at: _____ (traditionally thirty minutes before start of event)

Late seating: () continuous; () between pieces; () between movements; () at intermissions only; () none.

Number of intermissions: _____ Length of intermissions: _____

Dressing Room Assignments and Signage: please indicate the name(s) you would like posted on the dressing rooms

Star Dressing Room #1: _____ Star Dressing Room #2: _____

Women's Group: _____ Men's Group: _____ Green Room: _____

Do you wish to restrict access to the backstage/dressing room areas? () Yes () No **Note: requires two security staff @ \$12.50 per hour.**

If yes, Date: _____ Time period: _____ AM/PM **Note: TMCH is not responsible for lost or stolen items.**

Lobby:

Will there be a reception? (Note: \$150 fee for receptions) () Yes () No.

If yes, time: _____ Location: _____

Number of 8' tables required: _____ Preferred date/time of set-up: _____

Catering Company: _____ Contact person: _____ Phone number: _____

Will alcohol be served? () Yes () No. **Note: alcohol permit required. Only licensed caterers permitted.**

Will you be selling merchandise? () Yes () No. If yes, items to be sold: _____

Number of 8' tables required: _____ **Reminder: TMCH takes 20% commission on all merchandise sales.**

Would you like to engage police officers? () Yes () No. If yes, how many? _____ **Note: Extra costs. Officers required for some events.**

Routing date _____ : **Facilities Mgr. House Mgr. Stage Mgr. Piano Tech. Audio Tech. Public Relations School of Music**

TED MANN CONCERT HALL REQUEST FOR SERVICES – In-House (Staging)

Ensemble: _____

Faculty contact: _____ Phone: _____ Email: _____

Assisting TA: _____ Phone: _____ Email: _____

Schedule: (Note: all dates and times must be reserved with Facilities Manager prior to completing information below. Please keep TMCH staff meal breaks in mind when planning your schedule.)

(Circle One)	Date	Access to Stage*	Access to Lobby	Event Start	Event End	Reception End
Rehearsal / Perf.	_____	_____ a.m./p.m.	_____ a.m./p.m.	_____ a.m./p.m.	_____ a.m./p.m.	_____ a.m./p.m.
Rehearsal / Perf.	_____	_____ a.m./p.m.	_____ a.m./p.m.	_____ a.m./p.m.	_____ a.m./p.m.	_____ a.m./p.m.
Rehearsal / Perf.	_____	_____ a.m./p.m.	_____ a.m./p.m.	_____ a.m./p.m.	_____ a.m./p.m.	_____ a.m./p.m.
Rehearsal / Perf.	_____	_____ a.m./p.m.	_____ a.m./p.m.	_____ a.m./p.m.	_____ a.m./p.m.	_____ a.m./p.m.

*Stage Access includes Green Room and Dressing Rooms.

Instrument/Equipment Requirements:

Piano (9'Grand) none one two. Harpsichord
 Piano/Harpsichord tuned before rehearsal[s]

*Note: 2 hours (3 hours for 2 pianos) must be set aside for tuning prior to events. Please keep this in mind when scheduling rehearsals.

Additional Requirements:

Number of: Chairs: _____ Music Stands: _____ Stand Lights: _____
 Choral Risers (3-step): _____ Choral Risers (4-step): _____ Platforms: _____

Lighting Requirements: (Hall use includes basic concert wash; additional needs will entail added charges.)

Follow spots: 0, 1, or 2. Lighting Designer: _____ Phone: _____

Audio/Visual Requirements:

Is a PA system required? Yes No. If yes, please indicate equipment and quantity needed:

_____ Vocal mics _____ Wireless LAV mics _____ Stage monitors _____ DAT playback
 _____ Instrument mics _____ Wireless handheld _____ Cassette playback _____ CD playback
 _____ LCD Projector _____ 14' x 10'6" Projection screen

Is the event to be recorded Yes No. Would you like a Conductor Cam? Yes No. Note: Bring your own VHS tape.

Additional A/V requirements:

Questions/Additional Requests:

For Office Use Only

Towers: _____	Mcurt: _____	Xseat: _____	Podium: _____	Monitors: _____
DSLift: _____	T1curt: _____	Dflr: _____	TlkMic: _____	Mon Mixes: _____
USLift: _____	T2curt: _____		InstMic: _____	Mix: House _____ Booth _____
Gdrape: _____	Ccurt: _____		Wireless: _____	Recording: _____

Notes: _____