

University Centre Farquhar Auditorium

Event Information Form

Please complete and return to the Auditorium least two weeks prior to your first rental date.

Phone: 250-721-8512 Fax: 250-721-8997 Email: mfig@uvic.ca

Please visit www.auditorium.uvic.ca for a complete listing of the Auditorium's equipment and systems.

You will also find drawings of the seating, stage, lobby, backstage areas, and lighting plot on our website.

Please let us know as much about your event as you are able. The more we know about what you want, need and expect in advance, the better able we will be to meet those expectations. Last minute requests may not be met.

We host 180+ events per year, please use us as a resource.

Organization: _____

Event Title: _____

Event Contact - the person who will be on-site and in-charge of the event through the rental period(s):

Name : _____ Phone: _____

E-mail: _____ Fax: _____

Event Stage Manager - the person who will be on-site and in-charge of the running/operation of the event:

Name : _____ Phone: _____

E-mail: _____ Fax: _____

EVENT & REHEARSAL DETAILS:

A. Date of Event: _____ **Load-in time:** _____

Event Start Time: _____ Length of Event: _____ Intermission?: Yes No Length: _____

B. Date of Event: _____ **Load-in time:** _____

Event Start Time: _____ Length of Event: _____ Intermission?: Yes No Length: _____

C. Date of Event: _____ **Load-in time:** _____

Event Start Time: _____ Length of Event: _____ Intermission?: Yes No Length: _____

1. Date of Rehearsal: _____ **Building Entry At:** _____ **Reh. From:** _____ **to** _____

2. Date of Rehearsal: _____ **Building Entry At:** _____ **Reh. From:** _____ **to** _____

3. Date of Rehearsal: _____ **Building Entry At:** _____ **Reh. From:** _____ **to** _____

4. Date of Rehearsal: _____ **Building Entry At:** _____ **Reh. From:** _____ **to** _____

Rehearsals which will have invited guests in attendance (1 - 4): _____ **# of Guests:** _____

Are media expected to attend? (1 - 4 &/or A - C): _____

Latecomers' Call / Procedure: _____

Production Schedule:

Dates	Times
Load-In & Stage Set-up:	_____ to _____
Sound Set-up:	_____ to _____
Sound Check / Levels:	_____ to _____
Lighting Hang / Focus:	_____ to _____
Lighting Levels / Cues:	_____ to _____
On-Stage Rehearsal:	_____ to _____
Lobby Set-up:	_____ to _____
Strike / Load-Out:	_____ to _____
Other Scheduling Notes:	_____

LIGHTING

Theatrical lighting supplied by: Venue: yes ___ and/or Outside Source: yes ___ no ___
If outside source, name of lighting company: _____
Phone: _____ Fax: _____
Standard (regular washes per the Auditorium's "House Hang): yes ___ no ___
If "No" please elaborate: _____
Specials (specific placement and focusing): yes ___ no ___ Note locations on Ground Plan
Areas are to be highlighted: _____
Other Lighting Notes: _____

PROJECTION

LCD Projection: yes ___ no ___ Images Source(s): Computer: yes ___ no ___
Other: _____ VCR: yes ___ no ___
Do Projections Include Audio from Source?: yes ___ no ___ DVD: yes ___ no ___
Other Projection Notes: _____

AUDIO

Sound system supplied by: Venue: yes ___ no ___ and/or Outside Source: yes ___ no ___
If outside source, name of sound company: _____
Phone: _____ Fax: _____
Number of on-stage microphones: Vocal: _____ Instrument: _____ Note locations on Ground Plan
What requires amplification?: _____
Number of off-stage microphones: Vocal: _____ Instrument: _____ Note locations on Ground Plan
Are Question & Answer Microphones Required In The Audience Chamber?: yes ___ no ___
Monitors Number of monitors: _____ Number of separate monitor mixes: _____ Note locations on Ground Plan
Are speaker stacks required (in addition to the house system)?: yes ___ no ___
Pre-recorded material playback: Cassettes: yes ___ no ___
CD's: yes ___ no ___
Other: yes ___ no ___ Source: _____
Steinway Full Grand Piano: yes ___ no ___ Clearihue Organ Use: yes ___ no ___
Piano tuning: yes ___ no ___ Organ Tuning: yes ___ no ___
Date(s) for Piano Tuning(s) (1 - 4 &/or A - C from page 1): _____
Other Audio Notes: _____

RECORDING

Archival Audio Recording of event: yes ___ no ___
Audio Feed for Video Recording: yes ___ no ___ Name of video company: _____
Recording Policy (as relates to patrons): _____
Recording Policy (as relates to Media): _____

STAGE Note the location of items on Ground Plan

Conductor's Podium: yes__ no__
Chairs: yes__ no__ Number: _____ The Auditorium has 65 orchestra chairs
Music Stands: yes__ no__ Number: _____ The Auditorium has 50 music stands
Stools: yes__ no__ Number: _____
Risers: yes__ no__ 4' x 6' @ +8" Number: _____ The Auditorium has 6 risers at each height
4' x 6' @ +16" Number: _____
Lecterns: yes__ no__ Number:Lg____ Sm____ The Auditorium has 1 small and 2 large lecterns
Tables: yes__ no__ 30"x72" Number: _____ The Auditorium has 16 (shared with lobby)
24"x48" Number: _____ The Auditorium has 5 (shared with lobby)
18"x30" Number: _____ The Auditorium has 3

What are you bringing for the stage? (décor, set pieces, etc): _____

Other Stage Notes: _____

SPECIAL EFFECTS

Are Special Effects be used during the booking?: yes__ no__
Please Note: some special effects require very specific permits and insurance coverage.
Mirror ball: yes__ no__ Candles: yes__ no__ Confetti: yes__ no__
Hazer: yes__ no__ Other Open Flame: yes__ no__ Hazer: yes__ no__
Strobe: yes__ no__ Pyrotechnics: yes__ no__ Smoke Machine: yes__ no__
Other: yes__ no__ Describe: _____

LOBBY Note the location of items on the Lobby Ground Plan

Merchandising: yes__ no__ Auditorium Staff to Sell? (additional expense) yes__ no__
Tables: yes__ no__ 30"x72" Number: _____ The Auditorium has 16 (shared with stage)
24"x48" Number: _____ The Auditorium has 5 (shared with stage)
Chairs: yes__ no__ Number: _____ The Lobby has 20 stacking chairs
Easels: yes__ no__ Lg. Wooden Number: _____ The Lobby has 2
Med. Chrome Number: _____ The Lobby has 2
Rolling Tack Boards: yes__ no__ Number: _____ These are brought in at the client's request & expense.
Pre-Show Lecture: yes__ no__ Start Time: _____

Details: _____

Reception: yes__ no__ Location: _____ Start Time: _____
Number of Guests: _____ Estimated End Time: _____

Bar: yes__ no__ If "Yes", contact University Food Services immediately at 250-721-8603.

Catering: yes__ no__ If "Yes", contact University Food Services immediately at 250-721-8603.

Invitations: yes__ no__ Audience: yes__ no__ Public: yes__ no__

Set-up Date: _____ Set-up Time: From: _____ to _____

Display Contractor: yes__ no__ Name: _____

Décor Contractor: yes__ no__ Name: _____

Florist: yes__ no__ Name: _____

Other Lobby / Reception Details: _____
