

Southwest Performing Arts Theatre

Facility Use Information Sheet

Please Fill Out All Sections That Apply

General Information	
Event:	Producing Organization:
Contact Name & Number:	Contact Name & Email:
Date of Event:	Arrival Time:
Estimated Number Of Performers:	Number Of Additional Personnel:

House Information	
Event Start Time:	Expected Time For House To Open:
Admission Price(s):	Is Seating Assigned?
Are Tickets Pre-sold?	If Yes, Where?
Will You Be Providing Your Own House Manager?	If Yes, who?
Will You Be Providing Your Own Ushers?	If Yes, How Many?
Will You Need The Box Office, Tables, Chairs Or Other Equipment? Please List:	

Staging Information					
4' x 8' Risers	Number	Stage Location	Type	Number	Stage Location
8"			Podium		
16"			Orchestra Shell		
24"			Tables		
			Chairs		
3 Step Choral Riser			Music Stands		
Additional Comments or Information:					
How Many Separate Stage Settings Do You Plan To Have?					
Please Explain Settings:					
Please Attach A Plan Of Your Anticipated Stage Setup Or Forward One To the Facility As Soon As Possible. ★ ★					

Lighting Info

Will You Be Using The Standard SPAT Lighting Plot?

Please Describe Your Anticipated Lighting Needs:

Will You need Any Areas Of The Stage Specially Lit? If So, What:

Will You Be Using Follow Spots? If Yes, How Many?

Additional Comments/ Information:

If Using A Custom Lighting Plot, Please Attach A Copy Of The Plot Or Forward One To The Facility
 ☆ As Soon As Possible. ☆

Audio Information

Number of Microphones Needed

Use	Number	Stage Location	Requested Type
Speaking:			
Singing:			
Instrument:			
Floor:			
Wireless Handheld:			
Wireless Lavalier			
Wireless Headset			

Monitors Needed

Monitor Send	Number Speakers	Stage Locations
Monitor Send 1:		
Monitor Send 2:		
Monitor Send 3:		
Monitor Send 4:		

Playback Needs

Recording Needs

Type	Please Check	Type	Please Check
CD		MD	
MD		DAT	
DAT		Cassette	
Cassette		Line to Outside System	

Additional Comments/ Information:

Please Attach A Plan Of Your Anticipated Audio Set Up Or Forward One To The Facility As Soon
 ☆ As Possible. ☆

Video Production Information

If Using The House Video System, What Will Be Needed?			
Projection		Playback	
Fixed Projector Stage Left		SVHS	
Fixed Screen Stage Left		VHS	
Fixed Projector Stage Right		DVD	
Fixed Screen Stage Right		DV	
Flexible Projector		Composite Line Input	
Center Screen		Digital Line Input	
Other Projection Surface		Will The Input Include Audio?	
If Playback Is A Computer Media, Please Describe Type:			

Miscellaneous Information

Do You Plan To Have Displays In The Lobby?		Do You Plan To Have Vendors In The Lobby?	
Is There A Power Requirement For Either Displays Or Vendors? If Yes, What?			
Would You Like Concession Services for Your Event?			
Does Your Event Include Catering?	If Yes, For Whom?	If Yes, By Whom?	
Will You Have Additional Dressing Room Needs?			
Will A Company Other Than Your Own Be Photographing Or Videotaping This Event?			
If Additional Security Is Required, Who Will Be Providing This Service?			

Comments: