

Lehman Center Advance Questionnaire

For additional information regarding our in-house equipment and services, please go to our web site
<https://www.lehmancenter.org/rent>

Name & Type of Event: _____

Event Date(s): _____

Contact Info (**name, telephone & email**): _____

Please attach the following information (if applicable):

- Rider with technical requirements
- Stage plot, riser configurations, line set schedule, etc.
- Lighting plot, channel hookup, color sheets, instrument schedule, etc.
- Audio input list, monitor mixes, backline requirements, etc.

What is your projected schedule for the day(s)? **If you are requesting multiple days, break down each day with times for each day and what your event will require each day.**

Arrival Time/Load In: _____ Rehearsal/Sound Check Time: _____ Doors: _____
Event Start Time: _____ Performance Length: _____ Intermission? Y/N Length: _____

Stage Requirements

Will you bring any set pieces or furniture?

Please list:

Do you need platforms/risers?

Please list dimensions and/or attach labeled diagram:

Do you have any flown pieces, soft goods, banners, etc.?

Please describe the pieces including weight, dimensions and attachment method

Will any house soft goods need to be moved and/or hung?

Will you bring a truck to be unloaded?

How many performers will be onstage?

Will you require acoustic orchestra shells and/or clouds?

Will you require our vinyl dance floor?

Lighting Requirements

Will you use the house rep plot or will you bring additional lighting?

Please describe additional lighting (type of fixtures, number of each, location, etc.) and include detailed lighting paperwork

Please note: if you are bringing additional lights or equipment, please bring any cables, connectors, adapters, converters, etc. you require for your equipment to operate and to tie into house power.

Will you bring a PD or distro?

Will you need to tie into house power?

Will you use in-house moving lights?

Will you need follow spots?

If so, how many?

Do you have a board operator and/or programmer?

Do you have your own lighting console?

If not, which in-house console will you use - ETC Ion Xe or GrandsMA2 Lite?

Do you have a disk or cues/patch which will need to be loaded?

Audio Requirements

Will you use our house audio system or will you be bringing additional audio equipment?

Please describe additional audio equipment and include detailed audio paperwork

Do you have a band or DJ?

Please list instruments or DJ equipment & requirements

Do you need microphones?

Please list how many and what type:

Do you require rented backline or will you bring backline?

Please list any rental backline requirements:

Do you need monitors?

If so, how many?

Audio Requirements continued...

Will you use ProTools? (Lehman Center does not have ProTools in-house)

Do you require an acoustic piano?

Do you need track playback?

Track format:

Do you have your own FOH and/or monitor engineers?

Are you recording your event?

Prop Requirements

Do you need chairs onstage?

How many?

Do you need tables onstage?

How many?

Do you need a lectern?

Do you need music stands?

If so, how many?

Do you need anything in the dressing rooms or green room (Lehman shows only)?

Will you need towels or water on stage (Lehman shows only)?

Video Requirements

Do you have video content?

Please describe format and requirements:

Will you bring video content on a laptop or a thumb drive?

Will you use the in-house video screen or LED video wall?

If yes, which one?

Do you need audio for a playback device?

Do you have a video operator?

Video Requirements Continued...

When is the content displayed?

Please provide ROS if applicable.

Do you have cameras or will you film the event?

If so, how many cameras?

Is the filming for broadcast or archival purposes?

Do you need power for the cameras or are they battery operated?

Do you need a house audio feed?

Will you be bringing a video truck or require any feeds?

Do you need a switching/control area?

Will you be streaming the event?

Front of House Requirements

Do you need tables and chairs in the lobby?

If so, how many tables?

How many chairs?

Will you sell any merchandise?

If yes, please describe.

Will you have any concessions (i.e. food and/or drink)?

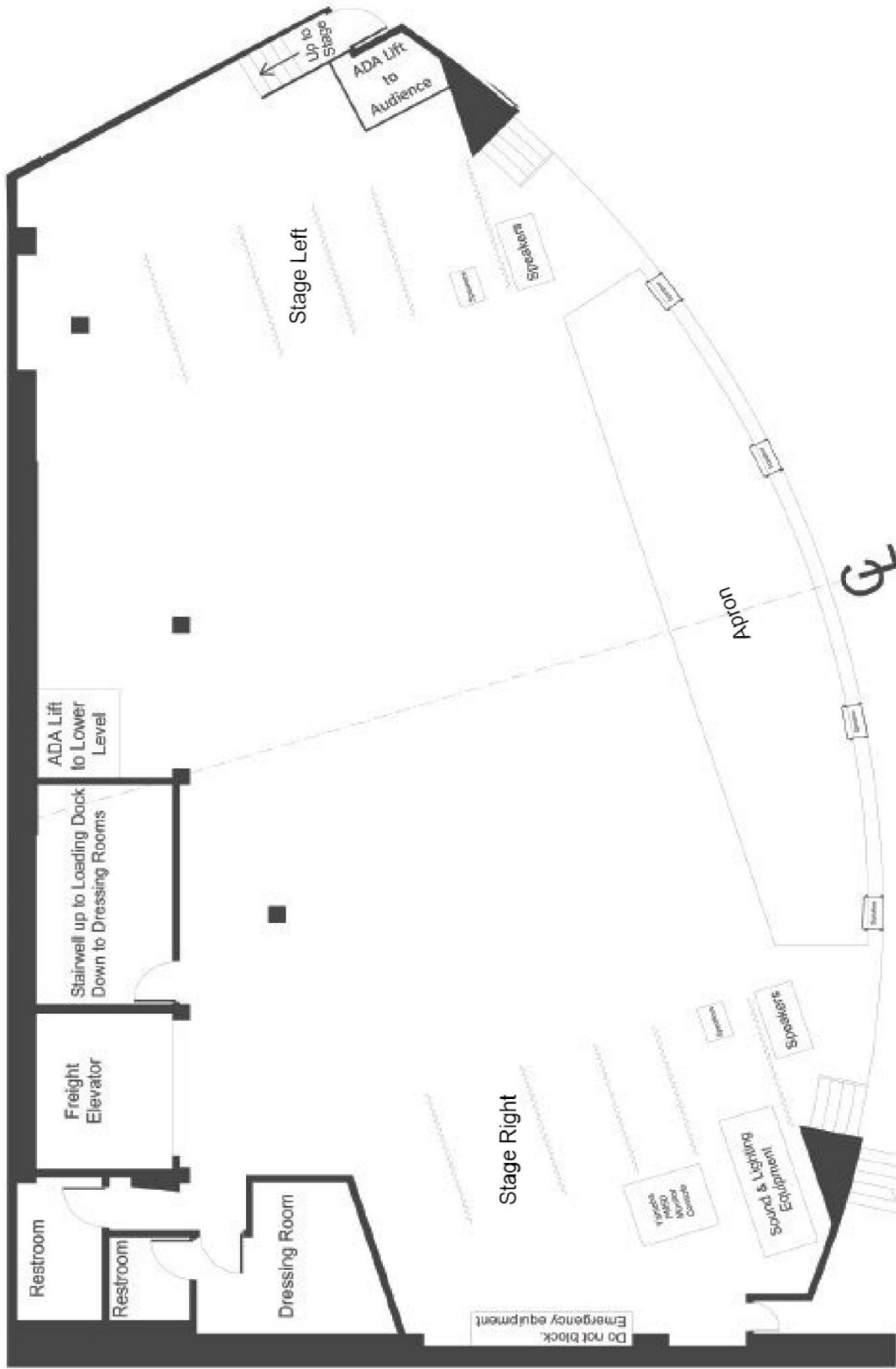
Will you need ushers?

Will you need tickets printed for this event?

If yes, please give the number of tickets needed and any specifics.

For rentals: Supply three (3) references from prior venues at which you have performed

We ask that a representative of your organization be present when the Local One crew begins to set the stage for your event. Use the stage diagram below to draw placement for any chairs, tables, lecterns, risers, set pieces, etc. you will require on stage. Thank you.



Audience