

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)

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:

Will you need platforms/risers?

Please list dimensions and/or attach labeled diagram

Do you have any hanging 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?

Are you bringing a truck that will need to be unloaded?

How many performers will be onstage?

Will you require our acoustic orchestra shells and/or clouds?

Will you need our vinyl dance floor?

Lighting Requirements

Will you use the house rep plot or will you be bringing 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 will require for your equipment operate and to tie into house power.

Will you bring a PD or distro?

Will you need to tie into house power?

Will you be using in-house moving lights?

Will you be using follow spots?

How many:

Do you have a board operator/programmer?

Do you have your own lighting console?

If not, which house console will you be using - 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

Will you need microphones?

Please list how many and what type:

Will you require rented backline or are you bringing backline?

Please list any rental backline requirements:

Will you need monitors?

How many?

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

Audio Requirements continued...

Does your event require a piano?

Do you need track playback?

Track format:

Do you have your own FOH and/or monitor engineer(s)?

Are you recording your event?

Are you streaming your event?

Prop Requirements

Will you need chairs onstage?

How many?

Will you need tables onstage?

How many?

Do you need a lectern?

Do you need music stands?

How many?

Do you need anything set in the lobby (concessions, tickets, tables, chairs, etc.)?

Do you need anything set in the dressing rooms or green room?

Will you need towels or water on stage?

Video Requirements

Do you have video content?

Please describe format and requirements:

Will you bring a laptop or is the video content on a stick or external hard drive?

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

Do you need audio for the playback device?

Video Requirements Continued...

Do you have a video operator?

When is the content displayed?

Please provide ROS is applicable.

Do you have cameras or will you film the event?

How many cameras?

Is the filming for broadcast or archival purposes?

Do you need power for the cameras or will they be 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?

Will you use the cameras for IMAG/sending the feeds to the in-house

Front of House Requirements

Will 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.

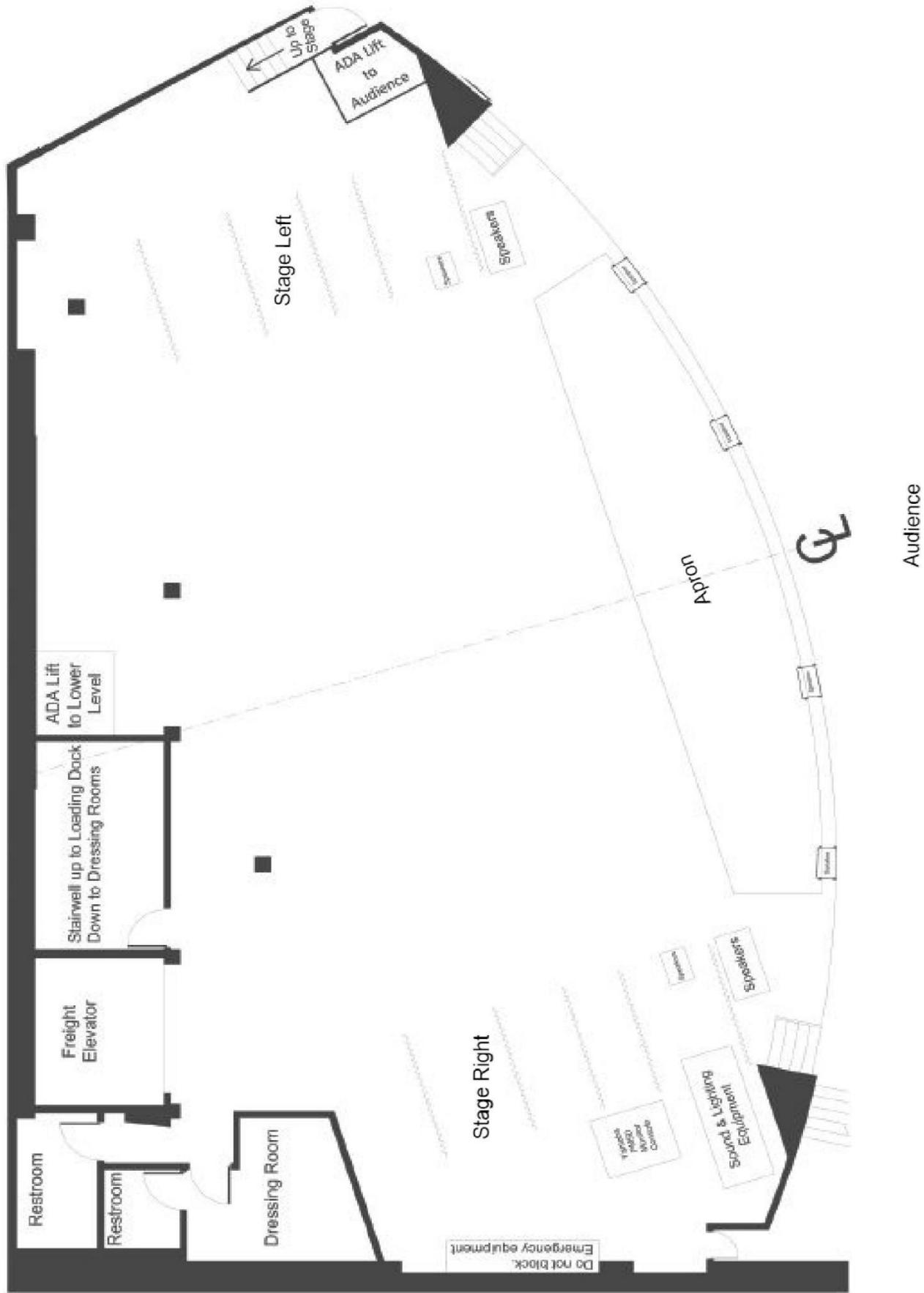
Will you have any concessions (i.e. food and/or drink)?

Will you need ushers?

Will you need tickets printed for this event?

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

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.



Restroom

Restroom

Dressing Room

Freight Elevator

Stairwell up to Loading Dock
Down to Dressing Rooms

ADA Lift
to Lower
Level

Stage Left

Stage Right

Do not block
Emergency equipment

Speakers

Trucks, Props,
Storage Console

Sound & Lighting
Equipment

Speakers

Apron

Ψ

Audience