

FRONT OF HOUSE INFORMATION
*Please complete and return for **Each Event***

Event Name: _____ Event Date: _____

Theatre: _____ Curtain Time: _____

Stage Manager: _____ Phone _____

Please Describe Your Event: _____

PERFORMANCE

1. Length of show? _____ Min. Act 1 _____ Interm _____ Act 2 _____ Interm _____ Act 3 _____

2. Is there an intermission(s)? [] Yes [] No
(See penalty clause, Section E of User Agreement)

TICKETING

3. Will tickets be sold to the public? [] Yes [] No [] General Admission [] Reserved Seating

4. Event to be interpreted for the deaf with ASL(American Sign Language)? [] Yes [] No

For information and assistance contact Cindy @ 263-2919or chamilton@alaskapac.org

Interpreter: _____

AUDIENCE

5. Are the following allowed by Audience? Cameras/Cell phones/no flash: [] Yes [] No

Recorders: [] Yes [] No

6. Video Recorded by User [] Name: _____ Location _____

7. Audio Recorded by User [] Name: _____ Location _____

8. Will your show have any special effects?(i.e. strobes, gunshots, fog, smoke) [] Yes [] No
Please describe _____

9. Will any show participants need to go Stage to Audience? [] Yes [] No

10. Will an audience member need to go Audience to Stage? [] Yes [] No

11. Security for event, if required by ACPA, provided by _____ # _____

12. Will there be a printed program? (**Programs delivered by 4pm day of show**) [] Yes [] No

RELATED ACTIVITIES

1. Does your event include a Pre or post lecture or Q & A? [] Yes [] No
Time: _____ Location: _____

2. Does your Event include a pre/post show activity(ie...reception,meet n greet?[] Yes [] No
Time: _____ Location: _____

3. Will there be merchandise sold in the lobby? [] Yes [] No

See User Agreement, Section D, 5.

Seller _____ Need Seller to be hired? [] Yes [] No

Will Artist be signing in lobby post show? [] Yes [] No

Table and Chair requests for Merchandise _____

Table and Chair requests for Information/displays _____

4. **Internet access may be available in lobby area upon request with additional expense.** [] Yes [] No

Please return this completed form: fax @ 263-2927or email chamilton@alaskapac.org ASAP. Please contact the Vice President, Cindy Hamilton with all updates no later than 10 days prior to your event. Thank You!