

THEATRE OPERATIONS INFORMATION
Please complete and return for Each Event

Event Name: _____ **Event Date:** _____

Contact Name: _____ **Performance Curtain Time:** _____

Theatre: _____

Please give a brief description of your Event.

2. How many members will need stage access? _____

3. Do you need Loading Dock access? Yes No

4. Do you have an ACPA qualified stage manager? Yes No

Name: _____ Phone: _____

5. Do you have a qualified lighting designer? Yes No

Name: _____ Phone: _____

6. Do you have a qualified technical director? Yes No

Name: _____ Phone: _____

7. Do you have a Caterer? Yes No Name: _____ Phone: _____

8. Do you have scenery/large props? Yes No

Please Describe: _____

9. Will an Audience member need to get onto the stage? Yes No

Will show participant need to go into audience? Yes No

10. Atwood Events... Do you need Pit seats installed? Yes No

11. Will your show have any special effects? Yes No

(i.e. strobos, gunshots, fog, smoke)

Please Describe: _____

12. Will you be using House Mix position? Yes No

13. Please describe your audio needs. _____

14. Do you need Internet access? Yes No

In an effort to assist making your event as professional as possible, please return this completed form to the Alaska Center for the Performing Arts, 621 West 6th Ave., Anchorage, AK. 99501 or Fax @ 263-2927. Forms are also available on our web site @ myalaskacenter.com/facility/rentals_theatreops.php Please contact your Theatre Production Manager no later than thirty days prior to your event.

PRODUCTION MANAGERS

Atwood Concert Hall	Fred Sager	263-2945	fsager@alaskapac.org
Discovery Theatre	Mark Florez	263-2942	mflorez@alaskapac.org
Sydney Laurence Theatre	Wendy Odden	263-2948	wodden@alaskapac.org
Voth Hall & Lobbies	Stephen Crawford	263-2946	scrawford@alaskapac.org

Thank You!