



30651 Wells Road
 Wesley Chapel, Florida 33545
 Phone: 813-794-8772

MUSIC / THEATRE EVENT PLANNING CHECKLIST

EVENT DATE _____ PRODUCER/SPONSOR _____

CONTACT NAME _____ PHONE _____

EVENT DESCRIPTION [please check one]

CHORAL CONCERT	<input type="checkbox"/>
BAND OR ORCHESTRA	<input type="checkbox"/>

MULTI-ACT VARIETY SHOW	<input type="checkbox"/>
DANCE RECITAL	<input type="checkbox"/>

EVENT TIMES [please fill in all that apply as accurately as possible]

EVENT START:
EVENT END:
BOX OFFICE OPEN:

ARRIVE AT CENTER:
DEPART FROM CENTER:
HOUSE OPEN:

FILL IN IF YOU ARE REQUESTING REHEARSAL OR SEPARATE SET UP TIME

SET UP DATE[S] AND TIMES:		

REHEARSAL DATE[S] AND TIMES:		

Please describe event and note any special needs not covered by equipment checklist on next page.

FACILITY AREAS TO BE USED: [please check all that apply]

STAGE		TICKET BOOTH		LOBBY [table displays]	
DRESSING ROOMS					

WE WOULD LIKE PERMISSION TO OFFER FOOD CONCESSIONS Y_____N_____

Please note that **no food or beverage including water is allowed inside the theatre or lobby area**. If you wish to sell **pre-packaged** concessions outside in the courtyard, please inform your patrons of the theatre policy while serving.

FACILITY EQUIPMENT TO BE USED: [please check all that apply]

LCD PROJECTOR		GRAND PIANO [on stage]		CHORAL RISERS	
FRONT SCREEN		UPRIGHT PIANO [in pit]		PLATFORMS [4X8]	
DVD PLAYER		PODIUM w/microphone		FOLLOW SPOT	
		CONCERT PODIUM		HOUSE CD PLAYER	

SOUND AND AV REQUESTED: [please indicate number of each requested]

MIC ON STAND		WIRELESS HANDHELD		WIRELESS LAPEL MIC	
OVERHEADS					

Please discuss your audio needs prior to your arrival at the theatre. You may contact our technical director, Dale Miller by email at dalejoe5@gmail.com.

CONCERT INSTRUMENTS REQUESTED: [please check all that apply – indicate number where necessary]

BASS DRUM HS		TYMPANI		VIBRAPHONE HS	
XYLOPHONE HS		MARIMBA HS		CHIMES	

When complete, please email all pages to Center for the Arts: sstrubbe@pasco.k12.fl.us

If possible, please also include a rough program content so we can include this information on our web site and in our regular public service announcements and releases.