



11646 Town Center Road
 New Port Richey, Florida 34654
 Phone: 727-774-7380 or 727-774-7382
 Fax: 727-774-7389

MEETING EVENT PLANNING CHECKLIST

EVENT DATE _____ PRODUCER/SPONSOR _____

CONTACT NAME _____ PHONE _____

EVENT DESCRIPTION [please check one]

BASIC MEETING	<input type="checkbox"/>
AWARDS CEREMONY	<input type="checkbox"/>

MEETING WITH A/V PRESENTATION	<input type="checkbox"/>
MULTI-ROOM WORKSHOP	<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:		
I need tech assistance for set up	Y	N

REHEARSAL DATE[S] AND TIMES:		
I need tech assistance for rehearsal	Y	N

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	<input type="checkbox"/>
DRESSING ROOMS	<input type="checkbox"/>

AUDITORIUM ONLY	<input type="checkbox"/>
ASSEMBLY ROOM #1	<input type="checkbox"/>

STAGECRAFT	<input type="checkbox"/>
ASSEMBLY ROOM #2	<input type="checkbox"/>

WE WOULD LIKE PERMISSION TO OFFER 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 concessions outside in the courtyard, please inform your patrons of the theatre policy while serving.

FACILITY EQUIPMENT REQUESTED: [please check all that apply]

LCD PROJECTOR	<input type="checkbox"/>
FRONT SCREEN	<input type="checkbox"/>
REAR SCREEN	<input type="checkbox"/>
VCR/DVD PLAYER	<input type="checkbox"/>

PODIUM w/microphone	<input type="checkbox"/>
HOUSE CD PLAYER	<input type="checkbox"/>
OVERHEAD PROJECTOR	<input type="checkbox"/>
	<input type="checkbox"/>

CHAIRS [on stage]	<input type="checkbox"/>
TABLES [on stage]	<input type="checkbox"/>
TABLES [vendor/registration]	<input type="checkbox"/>
	<input type="checkbox"/>

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

MIC ON STAND	<input type="checkbox"/>
	<input type="checkbox"/>

WIRELESS HANDHELD	<input type="checkbox"/>
	<input type="checkbox"/>

WIRELESS LAPEL MIC	<input type="checkbox"/>
	<input type="checkbox"/>

Please discuss your technical needs prior to your arrival at the theatre. You may contact our technical director, Daniel Gentry by email at dangmixing@aol.com.

If you would like to hang banners or organization signs on stage, please contact us beforehand to discuss supplies and logistical needs.

Please download a copy of our updated stage floor plan from the RENTAL page of the Center for the Arts web site at : www.centerfortheartsriverridge.com. From there, click on the icon for STAGE FLOOR PLAN. This will open up a copy of our stage plan. Print out and indicate your set up on stage as completely as possible.

When complete, please fax all pages to Center for the Arts at 727-774-7389.

Please also include a rough program content and order in advance, so we can determine lighting and sound needs.