

## Clark Center Facilities Information Worksheet

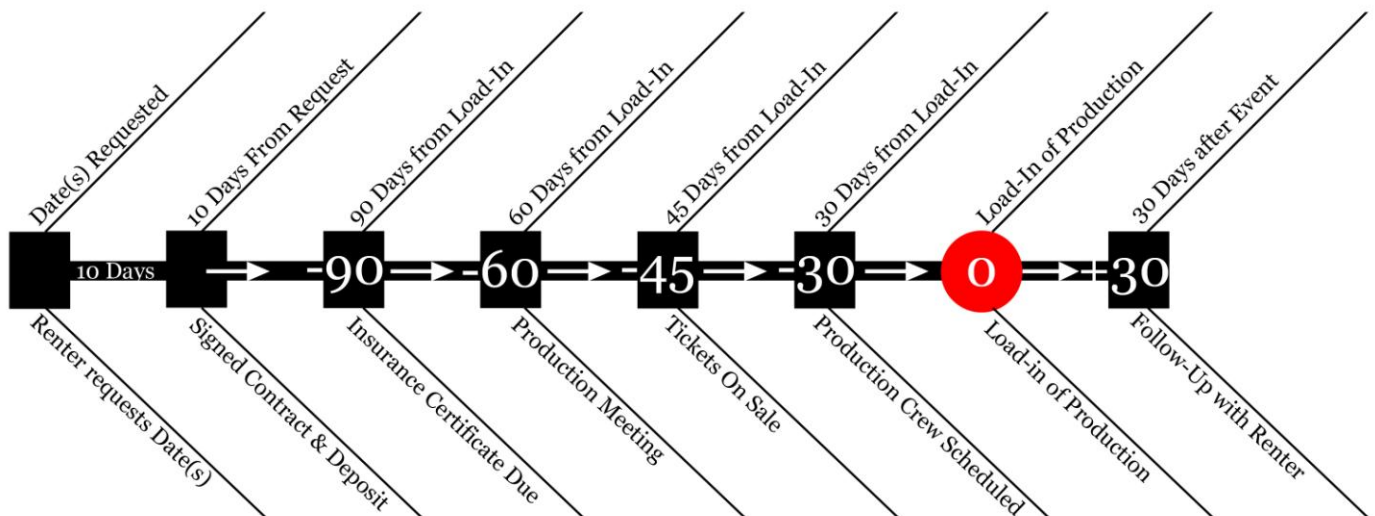
Welcome and thank you for your interest in The Clark Center!

We in the Production Department want to help you make your event special for your performers and audience. You may already have a good idea of how you want your event to be produced or this may be your first time coordinating an event like this. It is our goal to try and get to know your needs and desires so we can be as effective and efficient as possible to make it a fabulous success. This efficiency will also help your budget by keeping costs as low as possible.

You have contacted us to establish a date or dates for your event, and have already completed the contracting and deposit requirements. Now it is time to start thinking more about the technical execution of your event. We have included a production timeline below for your knowledge and included an event information worksheet on the reverse of this page for you and your production team to begin filling out. Please be as thorough as you can with the knowledge you have right now. We understand things change but we want you to be well armed for the upcoming production meeting we will schedule with you around 60 days before your event.

The production meeting is your chance to make us as informed about what your needs and desires are during your show. The following are some examples of specific areas:

- Load in, Production, and Load out schedules – meal breaks
- Production techs – sound ops, light ops, follow spot ops, etc
- Will you be video taping the event?
- Will you need projection or internet access for your event?
- What staging resources of ours will you want to use?
- Do you have a stage plot or floor plan of your set?
- What is your expected attendance and ADA/audience needs?
- How long is your show? First act/set? Second act/set?
- Are you familiar with our safety and house rules?
- Will there be any performer entrances from the front of house?
- Will you be having any formal receptions?



Good luck and thanks for taking this time before our production meeting!  
Don't forget to bring this worksheet with you to our production meeting.

## Clark Center Facilities Information Worksheet

Production Co: \_\_\_\_\_ Event Date: \_\_\_\_\_

Show Name: \_\_\_\_\_ Show Time: \_\_\_\_\_

Main Stage     Studio Theatre     Lobby Only

<b>Organization:</b> _____	<b>Contact Person:</b> _____
<b>Phone:</b> _____	<b>Company Prod. Manager:</b> _____
Amount of performers in show: _____ Amount of backstage chaperones: _____	<input type="checkbox"/> Production <input type="checkbox"/> Other: _____ <input type="checkbox"/> Meeting <input type="checkbox"/> Children's Show
<input type="checkbox"/> Will you have scenery? <input type="checkbox"/> Props? <input type="checkbox"/> Will you provide your own expendables – tape, gel, etc?	<b>Audience Count:</b> _____ <b>Client's Arrival Time:</b> _____
Do you plan on using any streamers, helium filled balloons, or bales of straw?    Yes      No	General Admission    or    Reserved Seating

<input type="checkbox"/> Dressing Rooms	<input type="checkbox"/> Acoustic Shell -      Full      Half	<input type="checkbox"/> Piano -      Small    or    Large
<input type="checkbox"/> Lobby Registration Table	<input type="checkbox"/> Mid Stage Traveler	<input type="checkbox"/> Choir Risers -    Quantity: _____
<input type="checkbox"/> Concession Facilities	<input type="checkbox"/> Cyclorama	<input type="checkbox"/> 4x8 Risers -      Quantity: _____
<input type="checkbox"/> Merch Sales Tables _____	<input type="checkbox"/> Scrim	<input type="checkbox"/> Music Stands -    Quantity: _____
<input type="checkbox"/> Salon	<input type="checkbox"/> Standard Masking	<input type="checkbox"/> Chairs -          Quantity: _____
<input type="checkbox"/> Reception	<input type="checkbox"/> Grand Curtain - Guillotine    Travel	<input type="checkbox"/> Podium

<input type="checkbox"/> Full Lighting System	<input type="checkbox"/> Full Sound System	<input type="checkbox"/> LCD Projector
<input type="checkbox"/> Outlook Stage Light Preset	<input type="checkbox"/> Monitor Mix Package	<input type="checkbox"/> Laptop Computer
<input type="checkbox"/> Moving Lights	<input type="checkbox"/> Digital CD Recording	<input type="checkbox"/> Internet Access
<input type="checkbox"/> Follow Spots	<input type="checkbox"/> Mics <input type="checkbox"/> Band <input type="checkbox"/> Backline	<input type="checkbox"/> DVD / VHS Playback
Other Lighting Needs: _____ _____ _____ _____	Other Sound Needs: _____ _____ _____ _____	<input type="checkbox"/> Movie Screen
		<b><u>Projection Notes:</u></b>   

**Other production notes:**