



Logan Center Event Information

| Event Information | |
|--------------------------------|-------------------------------|
| Event Name: _____ | Event Date: _____ |
| Event Space(s): _____ | Arrival Time: _____ |
| Sponsoring Organization: _____ | Equipment Arrival Time: _____ |
| Organization Contact: _____ | Event Start Time: _____ |
| Contact Telephone: _____ | Reception Start Time: _____ |
| Contact Email: _____ | Rehearsal Date: _____ |

| Organization Type | |
|--|---|
| <input type="checkbox"/> UC Non-Arts User | <input type="checkbox"/> Logan Community Partner |
| <input type="checkbox"/> UC Arts User | <input type="checkbox"/> Other / External Arts User |
| <input type="checkbox"/> Recognized Student Organization | <input type="checkbox"/> Other / External Non-Arts User |

| Event Format | |
|---|--|
| <input type="checkbox"/> Musical Performance | <input type="checkbox"/> Rehearsal |
| <input type="checkbox"/> Film Screening | <input type="checkbox"/> Lecture / Panel Discussion |
| <input type="checkbox"/> Variety Show | <input type="checkbox"/> Meeting |
| <input type="checkbox"/> Dance Performance | <input type="checkbox"/> Reception / Dinner |
| <input type="checkbox"/> Film Shoot / Recording | <input type="checkbox"/> Other (please describe below) |
| Other: _____ | |

| Front of House & Building Support | |
|---|---|
| Do you want Logan Center to provide any of the following: | |
| <input type="checkbox"/> Ushers | <input type="checkbox"/> Technical Support |
| <input type="checkbox"/> Coat Check | <input type="checkbox"/> Film Projectionist (required for 35mm) |

| Set up Information | |
|--|---|
| Do you want Logan Center to provide any of the following: | |
| <input type="checkbox"/> Coat racks (#____) | <input type="checkbox"/> 66" Round tables (#____) |
| <input type="checkbox"/> Trash and recycling bins | <input type="checkbox"/> 30" Round tables (highboy) (#____) |
| <input type="checkbox"/> Easels (#____) | <input type="checkbox"/> 30" Round tables (cabaret) (#____) |
| <input type="checkbox"/> Stanchions (#____) | <input type="checkbox"/> 8' x 30" Tables (#____) |
| <input type="checkbox"/> Upholstered black stacking chairs (#____) | <input type="checkbox"/> 6' x 30" Tables (#____) |
| <input type="checkbox"/> Padded black folding chairs (#____) | <input type="checkbox"/> 5' x 30" Tables (#____) |
| <input type="checkbox"/> Other (please describe below) | |
| Other: _____ | |

| Additional Support | |
|---|--|
| Will you require the services of the Logan Center Box Office? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Will this event require Marketing/Promotion from the Logan Center? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Other: _____ | |

| Additional Information |
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Production Requirements Form

| Production Contact | | |
|---------------------------|--------|--------|
| Production Manager: | Phone: | Email: |
| Stage Manager: | Phone: | Email: |
| Audio Engineer: | Phone: | Email: |
| Lighting Technician: | Phone: | Email: |

| Stage Furniture and Curtains | |
|--|--|
| Request use of resources and indicate count needed: | <input type="checkbox"/> Steinway Model 'D' 9' Concert Grand Piano |
| <input type="checkbox"/> Black Wenger Musician Chairs (#_____) | <input type="checkbox"/> Yamaha C2 Upright Piano |
| <input type="checkbox"/> Wenger Music Stands (#_____) | <input type="checkbox"/> Fresh Piano Tuning (\$125/tuning) |
| <input type="checkbox"/> Wenger Conductor's Podium & Director's Stand | <input type="checkbox"/> Black Full Stage Curtains |
| <input type="checkbox"/> Acoustic Concert Shell | <input type="checkbox"/> Scrim <input type="checkbox"/> Black Scrim <input type="checkbox"/> White Scrim |
| <input type="checkbox"/> Risers (4 sections of 4'x 8') Legs: <input type="checkbox"/> 8" <input type="checkbox"/> 16" <input type="checkbox"/> 24" | <input type="checkbox"/> Grand Curtain Installation |
| <input type="checkbox"/> Choral Risers (4 sections) <input type="checkbox"/> 3 step <input type="checkbox"/> 4 step | <input type="checkbox"/> Full-Stage Projection Screen (mid-stage, fixed position) |
| <input type="checkbox"/> Lectern <input type="checkbox"/> Wooden <input type="checkbox"/> Lucite (clear acrylic) | <input type="checkbox"/> Film Screen Masking System |
| <input type="checkbox"/> Panelists <input type="checkbox"/> Seated at a table <input type="checkbox"/> Chairs only | <input type="checkbox"/> Marley Dance Flooring |

| Audio | |
|---|---|
| Request all sound reinforcement resources required: | <input type="checkbox"/> Instrument Microphones (attach input list & stage plot) |
| <input type="checkbox"/> Handheld Wireless Microphones (#_____) | <input type="checkbox"/> Direct box (#_____) <input type="checkbox"/> Passive <input type="checkbox"/> Active |
| <input type="checkbox"/> Wearable Wireless Microphones (#_____) | <input type="checkbox"/> Floor Monitors (attach input list & stage plot) |
| <input type="checkbox"/> Wired Handheld Microphones (#_____) | <input type="checkbox"/> Audio Playback: <input type="checkbox"/> CD <input type="checkbox"/> USB Device <input type="checkbox"/> Computer/iPod |

| Lighting | |
|--|--|
| Request all lighting resources required: | <input type="checkbox"/> Specials (6 available) (#_____) |
| <input type="checkbox"/> Full-Stage No-Color Wash | <input type="checkbox"/> Floor-Mounted 'Shin' Lights (6 available) (#_____) |
| <input type="checkbox"/> Full-Stage Color Wash (2 available) | <input type="checkbox"/> Music Stand Lights (dimmable incandescent) (#_____) |
| <input type="checkbox"/> Full-Stage Textured Wash | <input type="checkbox"/> Follow Spotlights (2 available) (#_____) |

| Projection | |
|---|---|
| Request projection playback*: (35mm, DCP, DigiBeta, HDCAM, Blu-ray, DVD, HDMI, VGA, and DVI-I/D) | |
| <input type="checkbox"/> Blu-ray or DVD | <input type="checkbox"/> HDMI, VGA or DVI-I/D inputs (1920x1080 preferable) |
| <input type="checkbox"/> 35mm, DCP, DigiBeta, or HDCAM | <input type="checkbox"/> Confidence Monitor System |
| * Schedule a meeting with the Performance Hall Manager to test & format all video playback material at least one week before the showing. | |

| Recording | |
|---|--|
| <input type="checkbox"/> Archival quality audio recording from hanging house microphones. (MP3 files with digital delivery) | |
| <input type="checkbox"/> Multi-Track recording / no post production. (Pro-tools session files transferred to an external hard drive) | |
| <input type="checkbox"/> Recording booth rental with an external audio engineer. (In-house audio assistant required for all sessions) | |
| <input type="checkbox"/> External videographer requesting an audio feed from mixer. (Mono or Stereo XLR out) | |

| Additional Information | |
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