

# Berrie Center Event Information Form (for Off-Campus Contacts)

Please return by fax to 201-684-7097

or by mail to Pinese Harris, Office of Events and Conferences, 505 Ramapo Valley Road, Mahwah, NJ 07430

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: Sharp Adler Rehearsal Space

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

---

Type of Event: Theater ( ) Music ( ) Dance ( ) Lecture ( ) Movie ( ) Meeting ( )

---

Overview of program: Please describe your event, including a schedule breakdown:

Anticipated number of attendees: \_\_\_\_\_

Number of performers: \_\_\_\_\_

---

Additional Space: If needed; describe below

---

Depth of Stage needed: (from front of stage) 24 feet (black backdrop) ( ) 35 feet (backlit cyclorama with scrim in front) ( )

Podium: No ( ) Yes ( )

Piano: No ( ) Grand ( ) Upright ( )

Chairs: Blue ( ) (number) \_\_\_\_\_ Wood ( ) \_\_\_\_\_ Stools ( ) \_\_\_\_\_

Tables (number and placement) \_\_\_\_\_

Dressing Rooms (capable of holding 25 total): Women's: \_\_\_\_\_ Men's: \_\_\_\_\_

Marly Floor: No ( ) Yes ( )

Please list all additional scenery (including drapes and soft goods) that you will be bringing:

---

**QUESTIONS?** If you have questions about how to properly complete this form, please contact the Berrie Center staff: Jason Hughes at 201.684.7283 or Jon Ginnow at 201.684.7286. Based on this form, they will determine the personnel and equipment requirements for your event. Please understand that this form reflects your needs and not necessarily the availability of equipment or personnel. Please remember that your reservation is tentative until the Office of Events and Conferences confirms that the Berrie Center facility and staff can accommodate your needs as indicated on this form.

# Berrie Center Event Information Form (for Off-Campus Contacts)

Please return by fax to 201-684-7097

or by mail to Pinese Harris, Office of Events and Conferences, 505 Ramapo Valley Road, Mahwah, NJ 07430

## Audio:

Playback needed: Tape ( ) CD ( ) Minidisk ( )

Stage Monitors: No ( ) Yes ( ) Placement \_\_\_\_\_

Live Music: Instrument Acoustic Self-Amplified Mic'd (type preferred)  
(please list all)

Sound Notes:

**Audio/Visual:** Slide ( ) VHS ( ) DVD ( ) Power Point ( ) Other ( ) (please describe) \_\_\_\_\_

Audio from projected presentation: No ( ) Yes ( ) Control Location: Booth ( ) Side of Stage ( ) On Stage ( )

---

## Lighting:

**Follow Spot:** No ( ) Yes (please circle) 1 or 2 (extra crew required for follow spots)

Please list any special requirements you have of lighting, outside the general lighting provided by the Repertory Plot:

## Crew:

Please list the number of people that you feel you need for each given space:

Stage Left: \_\_\_\_\_ Stage Right: \_\_\_\_\_ Fly: \_\_\_\_\_ Wardrobe: \_\_\_\_\_

Please describe any special needs that you have of crew(example: specific stage manager / prop person / runner / etc...)

---

**QUESTIONS?** If you have questions about how to properly complete this form, please contact the Berrie Center staff: Jason Hughes at 201.684.7283 or Jon Ginnow at 201.684.7286. Based on this form, they will determine the personnel and equipment requirements for your event. Please understand that this form reflects your needs and not necessarily the availability of equipment or personnel. Please remember that your reservation is tentative until the Office of Events and Conferences confirms that the Berrie Center facility and staff can accommodate your needs as indicated on this form.