

YOUR EVENT CANNOT BE CONFIRMED WITHOUT THE INFORMATION ON THIS FORM.

## Berrie Center On Campus Information Sheet

Please return by fax to x7097  
or to Linda Kavan, Office of Events and Conferences, D104

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

Academic Unit or Organization: \_\_\_\_\_

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

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

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Please describe your event. Be as detailed as possible. Attach additional sheets as needed.

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

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

**Schedule:** Please note that this schedule is not final until discussed with Berrie Center staff. The stage must be clear and preset thirty minutes prior to the advertised curtain time to allow the house to open and audience seating. If there are two performances, there must be a minimum of two hours between the estimated end of the first performance and the start of the second.

Your Arrival: \_\_\_\_\_

Start of Rehearsal: \_\_\_\_\_

Crew Break (A 1 hour break is required within a work day of over six hours): \_\_\_\_\_

House Opens to Audience (30 minutes prior to event start time): \_\_\_\_\_

Event Begins: \_\_\_\_\_

Intermission: \_\_\_\_\_

Event Ends: \_\_\_\_\_

Your Departure: \_\_\_\_\_

Other (Explain): \_\_\_\_\_

If you are planning to be in the venue for multiple days, please attach additional sheets with the schedule for each day. No one may be in the theater in advance of the arrival of the Technical Supervisor.

**Additional Space:** (For rehearsal, reception, group dressing rooms, etc.) \_\_\_\_\_

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**Seating/Lobby:** If you have questions regarding this section, please contact Edouard Eloi at x7341.

( ) Assigned Seating (4 ushers minimum) ( ) Open Seating (3 ushers minimum)

Will you require stairs from the stage into the seating area? No ( ) Yes ( )

(Please note that use of the stairs requires restricting use of the front row and the loss of ten to twelve seats.)

Do you require tables and chairs in the lobby? No ( ) Yes ( ) Tables (limit 4): \_\_\_\_\_ Chairs (limit 8): \_\_\_\_\_

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**General Technical:** If you have questions regarding this section, please contact Luc Stampleman at x7286. Only the Technical Supervisor and Technicians provided by the college may operate any of the theaters' rigging, lighting, or audio systems.

**On Stage/Backstage Chairs** (number and placement) \_\_\_\_\_

**On Stage/Backstage Tables** (number and placement) \_\_\_\_\_

**Podium:** No ( ) Yes ( ) If Yes, with wired or wireless microphone? \_\_\_\_\_

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### **Audio:**

**Playback needed:** CD ( ) iPod ( ) Other ( ) \_\_\_\_\_

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

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

**Audio/Visual:** DVD ( ) Power Point ( ) Other ( ) \_\_\_\_\_

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

**If you require a computer for your Powerpoint presentation, please contact Academic Media Services: [media@ramapo.edu](mailto:media@ramapo.edu).**

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**Lighting:** Our lighting system is large and flexible.

**Please list any special requirements you have of lighting:**

**Crew:** Our minimum crew is 3 Stage Technicians (lighting, audio, onstage). Additional crew may be required, depending on the needs of your event. Final labor needs will be determined by the Technical Supervisor. **Your organization may be billed for the stage technicians required for your event.** Consult with Events and Conferences to see if this applies to you. Please note that all crew must be given adequate breaks – 10 minutes every two hours and appropriate meal breaks. Any variation from this policy is at the sole discretion of the Technical Supervisor and may require additional labor expense.

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

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**User's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_