

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

Return by fax to x7097 or place in interoffice mail to Pinese Harris, Office of Events and Conferences

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

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

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

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

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

Overview of program: Please describe your event:

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 ( )

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

**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 ( )

## 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 ( )

**Questions? If you have questions about how to properly complete this form, please contact the Berrie Center staff: Jason Hughes at x7283 or Jon Ginnow at x7286. 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.**