

# Detailed Event Planning Form



**EVENT**

**DATE(S)**

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## PRODUCTION PERSONNEL AND CONTACTS

**NAME**

**PHONE**

Artistic Director

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Choreographer

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Lighting Designer

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House Lighting Desk Op

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Prod Stage Manager

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Prod Technical Director

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Road Manager

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Audio Engineer

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House Audio Board Op

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Prod Fly

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House fly op

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Lobby Coordinator

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Ticket Booth Op

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House Technical Director

Ken Balazovich

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### Other personnel and role(s)



**Pre-Production meeting date**

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**Repertoire**

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**LOADIN DATE**

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**LOADIN TIME**

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**STRIKE DATE**

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**STRIKE TIME**

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**ROOMS Reserved**

BCPA

Drama Room (E10)

Dressing rooms (which ones)   
Costume racks

Hospitality Room

Cafeteria (add'l fee)

Ushers needed? How many?

Other

**Stage**

Dance Flooring Rental/Install   
*One roll of tape needed per roll*

Softgoods rental   
*Include Lineset Schedule*

House Softgoods required

Chairs (# required)

Music Stands (# required)

Tables, 4x8' (numbers and locations) \_\_\_\_\_

Choir Risers and position onstage \_\_\_\_\_

Flat risers: specify how many and  
what heights \_\_\_\_\_

Conductor podium

**Audio and Live Instruments**

House sound or rental?   
Rigger required?

Staging ground plot required   
*Include ground plot*

House 9' Steinway being used?   
*Rental and tuning fees apply*

Playback   
Production computer   
House computer

CD Player

DVD Player

Microphones

*List specific brand and model and stands needed*

**Signers for the Hearing Impaired?**

**Projection**   
Which screen will be used?

A computer with all files is required  
Procenium \_\_\_\_\_  
Midstage \_\_\_\_\_

**Lighting**

Rigger(s) required? How many?

House lighting desk or rental \_\_\_\_\_  
Lighting Desk Location Booth \_\_\_\_\_  
FOH \_\_\_\_\_

Lighting Rental and Backline

Company? \_\_\_\_\_  
Approx number of units \_\_\_\_\_  
Trusses? \_\_\_\_\_  
Footprint size for Amps and control \_\_\_\_\_  
3-phase required? \_\_\_\_\_

House Lighting

OH \_\_\_\_\_  
Box Booms \_\_\_\_\_  
Booms (side): \_\_\_\_\_  
Total Booms to be built: \_\_\_\_\_  
Foot, at cyc: \_\_\_\_\_  
Foot, at lip: \_\_\_\_\_

Follow spots (how many?) \_\_\_\_\_

*Use and hourly fees apply*

Gels supplied by renter or house? \_\_\_\_\_

Gobos or other patterns? \_\_\_\_\_

**Special Effects**

Hazer

Fog, dry ice

Fog, wet ice based

Smoke

Pyrotechnics

*Playbill disclosure is required*

Strobe

*Playbill disclosure is required*

Cast flying

List company and details


*A liability insurance statement is required*

**Photographer/Videographer**

Direct feed to camera is usually possible from the booth at center

**Hospitality**

What room will be used?

What company?

List needs

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*We have some supplies but the renter is expected to bring what is needed*

**Lobby**

# Tables needed \_\_\_\_\_

# Chairs needed \_\_\_\_\_

Decorations? \_\_\_\_\_

No decorations may be afixed to drywall walls!

Discuss lobby plans with the Director

**NOTES:**

1. BCPA does not supply theatrical tapes. We can supply tape if requested at a cost:

Spike tape is \$6.00 per roll

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Colors requested

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2" Pro Gaff tape is \$16.00 per roll

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Flooring tape is \$11 per roll

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Glow tape needed?

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2. BCPA does not supply tools. Renters are required to supply their own tools.

An exception is ladders. We have a number of them.