

EVENT QUESTIONNAIRE

SABAN THEATRE

Please Fax completed sheets to
FAX (323) 655-4911; for any questions please email Esther Adir – eadir@bhpac.org

| Event Information | | |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Name of Event: Date of Event: Time of Event: | Producer/Organization: | Person Signing the Agreement: Title: |
| Primary Contact: | Phone: Cell: Fax: | Mailing Address – Street/Post Office Box City: State: Zip Code: |
| E-mail: | Type of Event: ___ Concert ___ Musical ___ Comedy ___ Lecture ___ Seminar ___ Other | Federal ID or Social Security Number: Are you a nonprofit 501 (c) (3) _____ |

| Admission / Security: | | |
|---------------------------------------------------------------------------------------|-------------------------|---------------------------------|
| Is this a ticketed event _____ Seating: _____ Reserved _____ General Admission | Anticipated Attendance: | Any specific security concerns? |

Approx. Length of

Performance: _____ Will there

be intermission? _____

How many? _____

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| Children allowed? Yes _____ No _____ | |
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Will you be filming /taping your event? _____

Will merchandise be sold? _____
If so, Merchandise Contact:
Tel.

Will merchandise be sold? _____
If so, Merchandise Contact:
Tel.

Will merchandise be sold? _____ If so,
Merchandise Contact: Tel.

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| Concessions (Theater Operated) |
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|---------------------------|----------------------------|
| Receptions | |
| Pre party? Yes No | Post party? Yes No |

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| Stage / Technical Preparations and Equipment –Lighting, audio, or video equipment not included in the theatre rental. We can provide equipment at an additional cost or you may arrange for your own equipment. |
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|----------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Production Manager: (if none venue will provide at additional cost) | Lighting Designer: (if none venue will provide at additional cost) | Audio/Video Contact: (if none venue will provide at additional cost) |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------|

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|------------------------------------------------|-----------------------------------------|--------------------------------|
| Seat Removal? Yes No | Stage extension? Yes No | Fashion runway? Yes No |
| Lighting Package? Yes No | Audio Package? Yes No | Video Package? Yes No |
| Camera Positions? (may require fire inspector) | Band Risers / Platforms? Yes No | Additional Equipment Needed? |
| Number of Trucks – if any? | Number of Buses – if any? | |

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| Staffing – Theatre staff required for all events. The amount of staff needed is determined by the specific requirements of the event, and will be finalized after all information is received. |
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| Please attach your technical rider, stage plot, drawings, or any other technical information relevant to your event. Please be sure to provide us with your primary technical contact’s name, email, and phone numbers. |
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| Name: | Email: | Phone Numbers: |
| | | |

| Daily Schedule – complete a separate sheet for each day | |
|----------------------------------------------------------------|----------------------------------------------------------------|
| Date: | Type of Day: (load-in, show, load-out, rehearsal, etc.) |
| Building open time: | |
| Activity | Time: |
| Stage Load-in | |
| Catering Arrives – If any | |
| Rehearsal (start and end time) | |
| Concessions Open | |
| Box Office Opens (closes 1 hour after Show start) | |
| Pre-reception (start and end time) | |
| Lobby Doors Open | |
| House Doors Open | |
| Show Start | |
| Intermission (start and end time) | |
| Show End | |
| Post-Reception (start and end time) | |
| Load out (start and end time) | |
| Autographs (start and end time) | |