



Logan Center Event Information

Event Information

Event Name:	Event Date:
Event Space(s):	Arrival Time:
Sponsoring Organization:	Equipment Arrival Time:
Organization Contact:	Event Start Time:
Contact Telephone:	Reception Start Time:
Contact Email:	Rehearsal Date:

Organization Type

- | | |
|--|---|
| <input type="checkbox"/> UC Non-Arts User | <input type="checkbox"/> Logan Community Partner |
| <input type="checkbox"/> UC Arts User | <input type="checkbox"/> Other / External Arts User |
| <input type="checkbox"/> Recognized Student Organization | <input type="checkbox"/> Other / External Non-Arts User |

Event Format

- | | |
|---|--|
| <input type="checkbox"/> Musical Performance | <input type="checkbox"/> Rehearsal |
| <input type="checkbox"/> Film Screening | <input type="checkbox"/> Lecture / Panel Discussion |
| <input type="checkbox"/> Variety Show | <input type="checkbox"/> Meeting |
| <input type="checkbox"/> Dance Performance | <input type="checkbox"/> Reception / Dinner |
| <input type="checkbox"/> Film Shoot / Recording | <input type="checkbox"/> Other (please describe below) |
| Other: _____ | |

Front of House & Building Support

Do you want Logan Center to provide any of the following:

<input type="checkbox"/> Ushers	<input type="checkbox"/> Technical Support
<input type="checkbox"/> Coat Check	<input type="checkbox"/> Film Projectionist (required for 35mm)

Set up Information

Do you want Logan Center to provide any of the following:

<input type="checkbox"/> Coat racks (#_____)	<input type="checkbox"/> 66" Round tables (#_____)
<input type="checkbox"/> Trash and recycling bins	<input type="checkbox"/> 30" Round tables (highboy) (#_____)
<input type="checkbox"/> Easels (#_____)	<input type="checkbox"/> 30" Round tables (cabaret) (#_____)
<input type="checkbox"/> Stanchions (#_____)	<input type="checkbox"/> 8' x 30" Tables (#_____)
<input type="checkbox"/> Upholstered black stacking chairs (#_____)	<input type="checkbox"/> 6' x 30" Tables (#_____)
<input type="checkbox"/> Padded black folding chairs (#_____)	<input type="checkbox"/> 5' x 30" Tables (#_____)
<input type="checkbox"/> Other (please describe below)	
Other: _____	

Additional Support

Will you require the services of the Logan Center Box Office? ☐ Yes ☐ No

Will this event require Marketing/Promotion from the Logan Center? ☐ Yes ☐ No

Other: _____

Additional Information



Production Requirements Form

Production Contact

Production Manager:	Phone:	Email:
Stage Manager:	Phone:	Email:
Audio Engineer:	Phone:	Email:
Lighting Technician:	Phone:	Email:

Stage Furniture and Curtains

Request use of resources and indicate count needed:	<input type="checkbox"/> Steinway Model 'D' 9' Concert Grand Piano
<input type="checkbox"/> Black Wenger Musician Chairs (#_____)	<input type="checkbox"/> Yamaha C2 Upright Piano
<input type="checkbox"/> Wenger Music Stands (#_____)	<input type="checkbox"/> Fresh Piano Tuning (\$125/tuning)
<input type="checkbox"/> Wenger Conductor's Podium & Director's Stand	<input type="checkbox"/> Black Full Stage Curtains
<input type="checkbox"/> Acoustic Concert Shell	<input type="checkbox"/> Scrim <input type="checkbox"/> Black Scrim <input type="checkbox"/> White Scrim
<input type="checkbox"/> Risers (4 sections of 4'x 8') Legs: <input type="checkbox"/> 8" <input type="checkbox"/> 16" <input type="checkbox"/> 24"	<input type="checkbox"/> Grand Curtain Installation
<input type="checkbox"/> Choral Risers (4 sections) <input type="checkbox"/> 3 step <input type="checkbox"/> 4 step	<input type="checkbox"/> Full-Stage Projection Screen (mid-stage, fixed position)
<input type="checkbox"/> Lectern <input type="checkbox"/> Wooden <input type="checkbox"/> Lucite (clear acrylic)	<input type="checkbox"/> Film Screen Masking System
<input type="checkbox"/> Panelists <input type="checkbox"/> Seated at a table <input type="checkbox"/> Chairs only	<input type="checkbox"/> Marley Dance Flooring

Audio

Request all sound reinforcement resources required:	<input type="checkbox"/> Instrument Microphones (attach input list & stage plot)
<input type="checkbox"/> Handheld Wireless Microphones (#_____)	<input type="checkbox"/> Direct box (#_____) <input type="checkbox"/> Passive <input type="checkbox"/> Active
<input type="checkbox"/> Wearable Wireless Microphones (#_____)	<input type="checkbox"/> Floor Monitors (attach input list & stage plot)
<input type="checkbox"/> Wired Handheld Microphones (#_____)	<input type="checkbox"/> Audio Playback: <input type="checkbox"/> CD <input type="checkbox"/> USB Device <input type="checkbox"/> Computer/iPod

Lighting

Request all lighting resources required:	<input type="checkbox"/> Specials (6 available) (#_____)
<input type="checkbox"/> Full-Stage No-Color Wash	<input type="checkbox"/> Floor-Mounted 'Shin' Lights (6 available) (#_____)
<input type="checkbox"/> Full-Stage Color Wash (2 available)	<input type="checkbox"/> Music Stand Lights (dimmable incandescent) (#_____)
<input type="checkbox"/> Full-Stage Textured Wash	<input type="checkbox"/> Follow Spotlights (2 available) (#_____)

Projection

Request projection playback*: (35mm, DCP, DigiBeta, HDCAM, Blu-ray, DVD, HDMI, VGA, and DVI-I/D)

<input type="checkbox"/> Blu-ray or DVD	<input type="checkbox"/> HDMI, VGA or DVI-I/D inputs (1920x1080 preferable)
<input type="checkbox"/> 35mm, DCP, DigiBeta, or HDCAM	<input type="checkbox"/> Confidence Monitor System

* Schedule a meeting with the Performance Hall Manager to test & format all video playback material at least one week before the showing.

Recording

- ☐ Archival quality audio recording from hanging house microphones. (MP3 files with digital delivery)
- ☐ Multi-Track recording / no post production. (Pro-tools session files transferred to an external hard drive)
- ☐ Recording booth rental with an external audio engineer. (In-house audio assistant required for all sessions)
- ☐ External videographer requesting an audio feed from mixer. (Mono or Stereo XLR out)

Additional Information
