

SOUTH ORANGE  
PERFORMING ARTS CENTER

## Technical Information

Please return completed questionnaire to:  
**Rentals@SOPACnow.org**  
 One SOPAC Way, South Orange, NJ 07079

In order to properly prepare for your performance or event, we ask that you read and complete this Technical Information questionnaire. This questionnaire has been developed to assist you in the planning of your event and so we can provide you with an estimate of your labor and production related expenses.

**SUBMISSION DEADLINE –Sixty (60) calendar days prior to the first date of your performance or event.**

**PLEASE NOTE: ALL TICKETED THEATRICAL PRODUCTIONS REQUIRE AN EXECUTED CONTRACT AND PAYMENT AT LEAST 6 WEEKS PRIOR TO THE EVENT.**

It is important that we receive the completed questionnaire no later than sixty (60) calendar days prior to the first date of your performance or event. This is to ensure that we are able to arrange for the proper number of technicians to staff your event. If we have not received your information prior to the submission deadline, we will arrange for technicians based upon our best estimate of your requirements as stated in your licensing agreement. This can lead to either under or over-staffing your event so it is in your best interest for a successful and cost efficient event to return this questionnaire within the given timeframe. Any production that requires multiple performers, sets, props, make-up and hair, rehearsal time, etc. must rent the theater for no less than two eight-hour days.

## EVENT INFORMATION:

*Please Print Clearly*

Title of Event  <b>Love and Heartache Comedy Variety Show</b>	Date (s)  <b>Feb. 12th, 2026</b>	Time (s)  <b>7PM</b>
Type of Event: <input type="checkbox"/> Theater – Drama <input type="checkbox"/> Theater – Musical <input type="checkbox"/> Dance <input checked="" type="checkbox"/> Comedy <input type="checkbox"/> Meeting <input type="checkbox"/> Graduation Ceremony <input type="checkbox"/> Pageant  <input type="checkbox"/> Music – Classical <input type="checkbox"/> Music – Amplified <input type="checkbox"/> Music – Acoustic <input type="checkbox"/> Film Screening <input type="checkbox"/> Other		
Producer / Organization <b>Paul Green</b>		
Mailing Address – Street / Post Office Box  <b>87 Merkel Drive</b>		Suite / Apt. Number
City <b>Bloomfield</b>	State <b>NJ</b>	Zip Code <b>07003</b>
Production Schedule: Dates and times the theater is needed for rehearsal, tech, show, and strike. Please give a <b>COMPLETE</b> Run-of-Day for each day you plan to be at SOPAC.  <b>No rehearsals needed. We'd just need a sound check for vocalists on the date of the performance. 5pm Sound Check, 7pm Show</b>		

**Production Contacts:**

Primary Contact <b>Paul Green</b>	Name	Daytime / Cell Phone <b>480-326-7802</b>
<b>Evening Phone</b>	<b>Email</b>	<b>paulgreen920@gmail.com</b>
Secondary Contact	Name	Daytime / Cell Phone
<b>Evening Phone</b>	<b>Email</b>	

**Technical Requirements:**

<b>Description:</b>	Briefly describe the stage set-up.  <b>Piano Stage Left, two microphones with stands center stage two chairs stage right</b>
<b>Lighting:</b>	SOPAC uses a standard a standard house lighting plot. Any change to this plot will add additional time to your rental.  Will your group be using the house lighting plot? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Are you providing a Lighting Designer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Follow Spots:</b>	Will you require follow spots? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If yes how many? <input type="checkbox"/> One <input type="checkbox"/> Two
<b>Additional Lighting Notes:</b>	Please list any additional lighting requirements.  <b>Basic lighting will be fine. There may be a need to bring up house lights in the middle of the show when interacting with the audience.</b>

<b>Audio:</b>	Briefly describe your audio requirements.  <b>There will be audio file backing tracks that will need to be played for the vocalists. I may bring an electric keyboard that will need to be plugc</b>
---------------	--

<b>Sound Engineers:</b>	<p>Sound Engineers Needed.</p> <p><input type="checkbox"/> Front of House Engineer</p> <p><input checked="" type="checkbox"/> Monitor Engineer</p> <p><input type="checkbox"/> Additional Sound Crew _____</p>
<b>Microphones:</b>	<p>Briefly describe your microphone requirements.</p> <p>Standard vocal mics for comedians and singers. And micing the piano</p> <p>Are you providing any microphones? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>SOPAC renting microphone? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what kind?</p>
<b>Backline:</b>	<p>Briefly describe your backline requirements.</p> <p>N/A</p> <p>Are you providing backline or is SOPAC renting for you.</p> <p><input type="checkbox"/> Providing <input type="checkbox"/> SOPAC Renting</p> <p>If SOPAC renting, what is needed?</p>
<b>Video:</b>	<p>Briefly describe your video requirements.</p> <p>Optional Based On Cost: I may play video intros to the show and for each performer</p>
<b>Dressing Rooms:</b>	<p>How many dressing rooms needed? <b>0</b></p> <p>Choir Dressing rooms. <input type="checkbox"/> 1 <input type="checkbox"/> 2</p> <p>Solo Dressing Room. <input type="checkbox"/> 1</p>
<b>General</b>	<p>SOPAC piano needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, SOPAC piano tuner required to tune piano.</p> <p>Orchestra Pit for musicians? <input type="checkbox"/> Yes <input type="checkbox"/> No Additional charge for any change to the Orchestra pit.</p> <p>If yes, how many? _____</p> <p>Music stands/lights needed? _____</p> <p>Note: Based on cost, I may bring my own keyboard.</p>

**PLEASE NOTE:** Each day during your rental, the crew is entitled to either an hour unpaid meal break or a half hour paid client-supplied meal break. Our standard 6-hour rental requires an 8-hour crew call. Additional theater rental hours can be purchased for \$225/hour + crew fees. SOPAC crews work a minimum of 8 hours and a maximum of 10. After 10 hours, crew rates increase to time and a half.

**PLEASE NOTE:** You are also required to fill out and return the PRODUCTION RENTAL WORKSHEET. Based on your responses on these two forms, our Director of Production will be able to determine the costs involved in renting you the theater. Our Director of Audience Services will be able to determine all the costs involved in ticketing your event. And our Director of Marketing will be able to determine all the costs involved in promoting your event. Each rental is different depending on the scope of the production.